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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

Wednesday, April 2, 2008

10:00 AM to 12:00 PM

25 Van Ness Ave., 8th Floor
San Francisco, CA 94102

04-27-08 08:30 AM - 12:00 PM

Roster:

Chair Quintin Mecke
Secretary Liz Olsen
Committee Member Kim Clark
Committee Member Judi Iranyi
Committee Member James Leonard
Committee Member Maxine Pauson

Vice Chair Damian Ochoa
Committee Member Henry Belton
Committee Member Diana Greer
Committee Member Cindy Ward
Committee Member David Nakanishi

DOCUMENTS DEPT.

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I. PUBLIC COMMENT DISCUSSION 3 min

Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by **Proposed Action** after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. Members of the public may only speak once per agenda item due to time constraints.

II. MINUTES ACTION 5 min

Explanatory document- March 5, 2008 Committee Minutes

Public Comment will be heard before the proposed action.

Proposed Action: Approve Minutes.

III. REPORTS DISCUSSION

A. Human Services Agency Cindy Ward 10 min

HSA Representative

- Shelter Vacancy Report, Single Adult & Family

No Public Comment will be heard on this item.

B. Department of Public Health David Nakanishi 10 min

- Buster's Place

No Public Comment will be heard on this item.

C. Standard of Care (SOC) Quintin Mecke 10 min

- Update on Standard of Care legislation

No Public Comment will be heard on this item.

IV. OLD BUSINESS		ACTION/DISCUSSION
A.	Shelter Enrichment	Bernice Casey 10 min
Staff Bernice Casey will provide an update of the Shelter Enrichment process, including the March 19 Town Hall meeting.		
No Public Comment will be heard on this item.		
V. NEW BUSINESS		ACTION/DISCUSSION
A.	Confidentiality Overview	Jennifer Williams 20 min
Deputy City Attorney Jennifer Williams will review confidentiality, state and federal laws, and as it pertains to the Committee's policies.		
<i>Explanatory documents-By Laws and Policies & Procedures</i>		
No Public Comment will be heard on this item.		
B.	24 Hour Resource Center	Quintin Mecke 5 min
The Committee will review two draft letters, one to the Board and one to the Mayor, emphasizing the need for a 24 hour resource center, for men and women, as listed in the Standards of Care.		
<i>Explanatory documents- draft letters</i>		
Public Comment will be heard before the proposed action.		
<i>Proposed Action: Approve draft letters</i>		
VI. INFORMATION REQUESTS		ACTION/DISCUSSION
A.	Staff Report	Bernice Casey 5 min
Ms. Casey will provide a monthly staff report to the Committee which includes an information report on requests made by the Committee at previous meetings.		
<i>Explanatory document-April 2008 Staff Report</i>		
No Public Comment will be heard on this item.		
B.	Information Requests	Quintin Mecke 26 min
The Committee will review the Information Request items put forward during the meeting and request a report back at the May 7, 2008 Committee meeting.		
No Public Comment will be heard on this item.		
ADJOURNMENT		ACTION
To obtain copies of the agenda, minutes, or any explanatory documents, please contact Bernice Casey at 415.255.3653 or Bernice.casey@sfdph.org 72 hours before the meeting.		
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Frank Darby, Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689
Phone 415.554.7724
Fax 415.554.7854
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Lobbyist Registration and Reporting Requirements

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

Wednesday, May 7, 2008

10:00 AM to 12:00 PM

25 Van Ness Ave., 8th Floor
San Francisco, CA 94102

Roster:

Chair Quintin Mecke

Secretary Liz Olsen

Committee Member Chris Callandrillo

Committee Member Diana Greer

Committee Member James Leonard

Committee Member Maxine Pauson

Vice Chair Damian Ochoa

Committee Member Henry Belton

Committee Member Kim Clark

Committee Member Judi Irandi

Committee Member David Nakanishi

Committee Member Cindy Ward

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I. MINUTES *ACTION* 5 min

Explanatory document- April 2, 2008 Committee Minutes

Public Comment will be heard before the proposed action.

Proposed Action: Approve Minutes.

II. CONFIDENTIALITY OVERVIEW *Jennifer Williams* 20 min

Confidentiality Overview

Deputy City Attorney Jennifer Williams will review confidentiality, state and federal laws, and as it pertains to the Committee's policies.

Explanatory documents-By Laws and Policies & Procedures

No Public Comment will be heard on this item.

III. REPORTS *DISCUSSION* 10 min

A. Human Services Agency

Cindy Ward

HSA Representative

- Shelter Vacancy Report, Single Adult & Family
- 150 Otis Drop In Center & Resource Center

No Public Comment will be heard on this item.

B. Standard of Care (SOC) *Quintin Mecke* 10 min

- Update on Standard of Care legislation: April 28 implementation date
- SMC Requirements and Site Visit protocol: Review new form for Standard of Care

Explanatory documents-April 24 SOC new, SOC complaint form, and SOC Requirements

No Public Comment will be heard on this item.

IV.	PUBLIC COMMENT	DISCUSSION	<i>3 min</i>
	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. Members of the public may only speak once per agenda item due to time constraints.		
V.	OLD BUSINESS	ACTION/DISCUSSION	
A.	Shelter Enrichment	Bernice Casey	<i>10 min</i>
	The Committee will review a report on the Shelter Enrichment process with suggestions and recommendations on improvements to the shelter system. <i>Explanatory documents- Joint Draft Report of the Local Homeless Coordinating Board and the Shelter Monitoring Committee on Shelter Enrichment of the City & County of San Francisco</i>		
	Public Comment will be heard before the proposed action.		
	Proposed Action: Approve draft report		
VI.	NEW BUSINESS	ACTION/DISCUSSION	
A.	Quarterly Report	Quintin Mecke	<i>20 min</i>
	The Committee will review the May 7 Quarterly Report and make needed recommendations and edits. <i>Explanatory documents- draft quarterly report</i>		
	Public Comment will be heard before the proposed action.		
	Proposed Action: Approve draft quarterly report		
VII.	INFORMATION REQUESTS	ACTION/DISCUSSION	
A.	Staff Report	Bernice Casey	<i>5 min</i>
	Ms. Casey will provide a monthly staff report to the Committee which includes an information report on requests made by the Committee at previous meetings. <i>Explanatory document-April 2008 Staff Report</i>		
	No Public Comment will be heard on this item.		
B.	Information Requests	Quintin Mecke	<i>26 min</i>
	The Committee will review the Information Request items put forward during the meeting and request a report back at the May 7, 2008 Committee meeting. <i>Explanatory document-Information Request Tracking Sheet</i>		
	No Public Comment will be heard on this item.		
C.	Announcements	Quintin Mecke	<i>5 min</i>
	Committee Members will use this time to make announcements. No Public Comment will be heard on this item.		
	ADJOURNMENT	ACTION	

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

REVISED VERSION

SHELTER MONITORING COMMITTEE

Wednesday, May 7, 2008

10:00 AM to 12:00 PM

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San Francisco, CA 94102

Roster:

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Secretary Liz Olsen

Committee Member Chris Callandrillo

Committee Member Diana Greer

Committee Member James Leonard

Committee Member Maxine Pauson

Vice Chair Damian Ochoa

Committee Member Henry Belton

Committee Member Kim Clark

Committee Member Judi Iranyi

Committee Member David Nakanishi

Committee Member Cindy Ward

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CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

I. MINUTES ACTION 5 min

Explanatory document- April 2, 2008 Committee Minutes

Public Comment will be heard before the proposed action.

Proposed Action: Approve Minutes.

II. CONFIDENTIALITY OVERVIEW Jennifer Williams 20 min

Confidentiality Overview

Deputy City Attorney Jennifer Williams will review confidentiality, state and federal laws, and as it pertains to the Committee's policies.

Explanatory documents-By Laws and Policies & Procedures

No Public Comment will be heard on this item.

III. REPORTS DISCUSSION 10 min

A. Human Services Agency

DISCUSSION

Cindy Ward

HSA Representative

- Shelter Vacancy Report, Single Adult & Family
- 150 Otis Drop In Center & Resource Center

No Public Comment will be heard on this item.

B. Standard of Care (SOC) Quintin Mecke 10 min

- Update on Standard of Care legislation: April 28 implementation date
- SMC Requirements and Site Visit protocol: Review new form for Standard of Care

Explanatory documents-April 24 SOC new, SOC complaint form, and SOC Requirements

No Public Comment will be heard on this item.

IV. PUBLIC COMMENT **DISCUSSION** **3 min**

Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by **Proposed Action** after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. Members of the public may only speak once per agenda item due to time constraints.

V. OLD BUSINESS **ACTION/DISCUSSION**

A. Shelter Enrichment **Bernice Casey** **10 min**

The Committee will review a report on the Shelter Enrichment process with suggestions and recommendations on improvements to the shelter system.

Explanatory documents- Joint Draft Report of the Local Homeless Coordinating Board and the Shelter Monitoring Committee on Shelter Enrichment of the City & County of San Francisco

Public Comment will be heard before the proposed action.

Proposed Action: Approve draft report

VI. INFORMATION REQUESTS **ACTION/DISCUSSION**

A. Staff Report **Bernice Casey** **5 min**

Ms. Casey will provide a monthly staff report to the Committee which includes an information report on requests made by the Committee at previous meetings.

Explanatory document-April 2008 Staff Report

No Public Comment will be heard on this item.

B. Information Requests **Quintin Mecke** **26 min**

The Committee will review the Information Request items put forward during the meeting and request a report back at the May 7, 2008 Committee meeting.

Explanatory document-Information Request Tracking Sheet

No Public Comment will be heard on this item.

C. Announcements **Quintin Mecke** **5 min**

Committee Members will use this time to make announcements.

No Public Comment will be heard on this item.

ADJOURNMENT **ACTION**

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

Wednesday, June 4, 2008

10:00 AM to 12:00 PM

25 Van Ness Ave., 8th Floor
San Francisco, CA 94102

Roster:

Chair Quintin Mecke
Secretary Liz Olsen
Committee Member Chris Callandrillo
Committee Member Diana Greer
Committee Member James Leonard
Committee Member Maxine Pauson

Vice Chair Damian Ochoa
Committee Member Henry Belton
Committee Member Kim Clark
Committee Member Judi Irvanyi
Committee Member David Nakanishi
Committee Member Cindy Ward

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CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I.	MINUTES	ACTION	5 min
	<i>Explanatory document- May 7, 2008 Committee Minutes</i>		
	Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Approve Minutes.</i>		
II.	REPORTS	DISCUSSION	
A.	Human Services Agency	Cindy Ward HSA Representative	10 min
	<ul style="list-style-type: none">• Shelter Vacancy Report, Single Adult & Family• Ella Hill Hutch Update• Budget Cuts		
B.	Standard of Care (SOC)	Quintin Mecke	10 min
	<ul style="list-style-type: none">• SOC Complaint Log <i>Explanatory documents-SOC Complaint Log</i>		
C.	Department of Public Health	David Nakanishi	10 min
	<ul style="list-style-type: none">• DPH Implementation of SOC• Budget Cuts		
III.	PUBLIC COMMENT	DISCUSSION	3 min
	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the		

Committee for up to two minutes at the time such item is called. Members of the public may only speak once per agenda item due to time constraints.

IV.	NEW BUSINESS Quarterly Report	ACTION/DISCUSSION Quintin Mecke <i>20 min</i>
	The Committee will review the June 4 Quarterly Report and make needed recommendations and edits. <i>Explanatory documents- draft quarterly report</i>	
	Public Comment will be heard before the proposed action.	
	Proposed Action: <i>Approve draft quarterly report</i>	
VII.	INFORMATION REQUESTS Staff Report	ACTION/DISCUSSION Bernice Casey <i>5 min</i>
	Ms. Casey will provide a monthly staff report to the Committee which includes an information report on requests made by the Committee at previous meetings. <i>Explanatory document-May 2008 Staff Report</i>	
B.	Information Requests	Quintin Mecke <i>26 min</i>
	The Committee will review the Information Request items put forward during the meeting and request a report back at the July 2, 2008 Committee meeting. <i>Explanatory document-Information Request Tracking Sheet</i>	
C.	Announcements	Quintin Mecke <i>5 min</i>
	Committee Members will use this time to make announcements.	

ADJOURNMENT

ACTION

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City and County of San Francisco
Shelter Monitoring Committee

AGENDA
SHELTER MONITORING COMMITTEE

Wednesday, July 2, 2008

10:00 AM to 12:00 PM

25 Van Ness Ave., Suite 70, Basement
San Francisco, CA 94102

06-24-08A08:12 RCVJ

Roster:

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Secretary Liz Olsen
Committee Member Chris Callandrillo
Committee Member Diana Greer
Committee Member David Nakanishi
Committee Member Cindy Ward

Vice Chair Damian Ochoa
Committee Member Henry Belton
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Committee Member James Leonard
Committee Member Maxine Pauson

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JUN 24 2008

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CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

I.	MINUTES	ACTION	5 min
	<i>Explanatory document- June 4, 2008 Committee Minutes</i>		
	Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Approve Minutes.</i>		
II.	REPORTS	DISCUSSION	
A.	Human Services Agency	Cindy Ward HSA Representatives	10 min
	<ul style="list-style-type: none">• Shelter Vacancy Report, Single Adult & Family• Closures Update• 2008-2009 Budget Update		
	<i>Explanatory document-Vacancy Report</i>		
B.	Standard of Care (SOC)	Quintin Mecke	10 min
	<ul style="list-style-type: none">• SOC Complaint Log		
	<i>Explanatory documents-SOC Complaint Log</i>		
C.	Department of Public Health	David Nakanishi	10 min
	<ul style="list-style-type: none">• DPH Implementation of SOC• 2008-2009 Budget Update		

III.	PUBLIC COMMENT	DISCUSSION	3 min
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Committee for up to two minutes at the time such item is called. Members of the public may only speak once per agenda item due to time constraints.

	OLD BUSINESS	ACTION/DISCUSSION
IV.	Shelter Enrichment Report Update	Gregory Kats <i>15 min</i>
	Gregory Kats with the Human Services Agency will provide an update on the implementation of the Shelter Enrichment Report.	
V.	INFORMATION REQUESTS	ACTION/DISCUSSION
A.	Staff Report	Bernice Casey <i>5 min</i>
	Ms. Casey will provide a monthly staff report to the Committee which includes an information report on requests made by the Committee at previous meetings. <i>Explanatory document-July 2008 Staff Report</i>	
B.	Information Requests	Quintin Mecke <i>26 min</i>
	The Committee will review the Information Request items put forward during the meeting and request a report back at the August 6, 2008 Committee meeting. <i>Explanatory document-Information Request Tracking Sheet</i>	
C.	Announcements	Quintin Mecke <i>5 min</i>
	Committee Members will use this time to make announcements.	
	ADJOURNMENT	ACTION

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Sunshine Ordinance Task Force
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City and County of San Francisco
Shelter Monitoring Committee

AGENDA
SHELTER MONITORING COMMITTEE

Wednesday, August 6, 2008

10:00 AM to 12:00 PM

**25 Van Ness Ave., Suite 70, Basement
San Francisco, CA 94102**

01-30-080704-06 1000

Roster:

*F
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/6/08*
Chair Quintin Mecke
Secretary Liz Olsen
Committee Member Chris Callandrillo
Committee Member Diana Greer
Committee Member James Leonard
Committee Member Maxine Pauson
Committee Member Cindy Ward

Vice Chair Damian Ochoa
Committee Member Henry Belton
Committee Member Kim Clark
Committee Member Aram Hauslaib
Committee Member David Nakanishi
Committee Member Tomas Picarello

DOCUMENTS DEPT.

JUL 30 2008

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

I.	MINUTES	ACTION	5 min
	<i>Explanatory document- July 2, 2008 Committee Minutes</i>		
	Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Approve Minutes.</i>		
II.	REPORTS	DISCUSSION	
A.	Human Services Agency	Cindy Ward HSA Representatives	10 min
	<ul style="list-style-type: none">• Shelter Vacancy Report, Single Adult & Family• Tenderloin Health Update-2008-2009 budget adbacks• SOC Implementation Update: 24-hour drop in center & reservations		
	<i>Explanatory document-Vacancy Report</i>		
B.	Standard of Care (SOC)	Quintin Mecke	10 min
	<ul style="list-style-type: none">• SOC Complaint Log		
	<i>Explanatory documents-SOC Complaint Log</i>		
C.	Department of Public Health	David Nakanishi	10 min
	<ul style="list-style-type: none">• Training Update		

III.	PUBLIC COMMENT	DISCUSSION	3 min
	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the		

Committee for up to two minutes at the time such item is called. Members of the public may only speak once per agenda item due to time constraints.

		<i>ACTION/DISCUSSION</i>	
IV.	OLD BUSINESS		
	Shelter Enrichment Report Update	Gregory Kats	<i>15 min</i>
	Gregory Kats with the Human Services Agency will provide an update on the implementation of the Shelter Enrichment Report.		
	Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Approve next steps</i>		
V.	NEW BUSINESS		
A.	Polices and Procedures	Quintin Mecke	<i>15 min</i>
	The Committee will review the revised Policies and Procedures.		
	Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Approve revised policies and procedures.</i>		
B.	Site Visits and Forms	Quintin Mecke	<i>15 min</i>
	The Committee will review site visit protocols and review inspection forms, including ensuring consistency in inspection reports and developing a tool for site assessment.		
	<i>Explanatory documents-site inspection forms</i>		
C.	Tenderloin Health	Quintin Mecke	<i>10 min</i>
	The Committee will review a letter to the Human Services Agency addressing the addback monies from the 2008-2009 budget.		
	<i>Explanatory document-draft TL letter</i>		
	Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Approve draft letter.</i>		
D.	Homeless Women	Quintin Mecke	<i>10 min</i>
	The Committee will review a letter to the Board of Supervisors document the Committee's reports on women in the shelter system for the Board's August 7, 2008 hearing on Homeless Women in San Francisco.		
	<i>Explanatory document-draft letter</i>		
	Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Approve draft letter.</i>		
VI.	INFORMATION REQUESTS		
A.	Staff Report	Bernice Casey	<i>5 min</i>
	Ms. Casey will provide a monthly staff report to the Committee which includes an information report on requests made by the Committee at previous meetings.		
	<i>Explanatory document-August 2008 Staff Report</i>		
B.	Information Requests	Quintin Mecke	<i>26 min</i>
	The Committee will review the Information Request items put forward during the meeting and request a report back at the September 3, 2008 Committee meeting.		
	<i>Explanatory document-Information Request Tracking Sheet</i>		

C. Announcements

Quintin Mecke

5 min

Committee Members will use this time to make announcements.

ADJOURNMENT

ACTION

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San Francisco, CA 94102-4689
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Fax 415.554.7854
E-mail sotf@sfeov.org

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

Wednesday, September 3, 2008

10:00 AM

25 Van Ness Ave., Suite 70, Basement
San Francisco, CA 94102

08-27-08A00119.RCVF

Roster:

Chair Quintin Mecke
Secretary Liz Olsen
Committee Member Chris Callandrillo
Committee Member Diana Greer
Committee Member James Leonard
Committee Member Maxine Pauson
Committee Member Cindy Ward

Vice Chair Damian Ochoa
Committee Member Henry Belton
Committee Member Kim Clark
Committee Member Aram Houslaib
Committee Member David Nakanishi
Committee Member Tomas Picarello

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CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I.	MINUTES	ACTION	5 min
	<i>Explanatory document- August 6, 2008 Committee Minutes</i>		
	Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Approve Minutes.</i>		
II.	REPORTS	DISCUSSION	
A.	Human Services Agency	Cindy Ward HSA Representatives	15 min
	• Shelter Vacancy Report, Single Adult & Family • Tenderloin Health Update		
	<i>Explanatory document-Vacancy Report</i>		
B.	Standard of Care (SOC)	Quintin Mecke	15 min
	• SOC Complaint Log		
	<i>Explanatory documents-SOC Complaint Log</i>		
C.	Department of Public Health	David Nakanishi	10 min
	• Training Update		
III.	PUBLIC COMMENT	DISCUSSION	3 min

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City and County of San Francisco
Shelter Monitoring Committee

AGENDA
SHELTER MONITORING COMMITTEE

Wednesday, October 1, 2008

10:00 AM

25 Van Ness Ave., Suite 70, Basement
San Francisco, CA 94102

99-12-3899198-000

Roster:

Chair Quintin Mecke
Secretary Liz Olsen
Committee Member Chris Callandrillo
Committee Member Diana Greer
Committee Member James Leonard
Committee Member Maxine Pauson
Committee Member Cindy Ward

Vice Chair Damian Ochoa
Committee Member Henry Belton
Committee Member Kim Clark
Committee Member Aram Houslaib
Committee Member David Nakanishi
Committee Member Tomas Picarello

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CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS		
I.	MINUTES	<i>Action</i>
	<i>Explanatory document- September 3, 2008 Committee Minutes</i>	5 min
	<i>Public Comment will be heard before the proposed action.</i>	
	<i>Proposed Action: Approve Minutes.</i>	
II.	REPORTS	<i>Discussion</i>
A.	Human Services Agency	Cindy Ward 15 min HSA Representatives
	• Shelter Vacancy Report, Single Adult & Family	
	• Tenderloin Health Update	
	• Tenderloin Health & 150 Otis Night Policies	
	<i>Explanatory document-Vacancy Report</i>	
B.	Standard of Care (SOC)	Quintin Mecke 15 min
	• SOC Complaint Log	
	<i>Explanatory documents-SOC Complaint Log</i>	
C.	Department of Public Health	David Nakanishi 10 min
	• SOC Investigations	
	• Staff Update	
III.	PUBLIC COMMENT	<i>Discussion</i> 3 min
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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

Wednesday, December 10, 2008

10:00 AM

25 Van Ness Ave., Suite 70, Basement
San Francisco, CA 94102

12-10-08-0015-2000

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Roster:

Chair Quintin Mecke
Committee Member Henry Belton
Committee Member Aram Hauslaib
Committee Member Maxine Pauson

Committee Member Anthony Beliso
Committee Member Diana Greer
Committee Member David Nakanishi
Committee Member Cindy Ward

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

I. MINUTES *Action* 5 min
Explanatory document- November 5, 2008 Committee Minutes
Public Comment will be heard before the proposed action.
Proposed Action: Approve Minutes.

II. REPORTS *Discussion* 20 min
A. Human Services Agency *Cindy Ward* *HSA Representatives*

- Shelter Vacancy Report, Single Adult & Family
- Shelter Enrichment Update
- Budget Update

Explanatory document-Vacancy Report

B. Standard of Care (SOC) *Quintin Mecke* 15 min

- SOC Complaint Log

Explanatory documents-SOC Complaint Log

C. Department of Public Health *David Nakanishi* 20 min

- SOC Investigations
- Staff Update
- Budget Update

III. PUBLIC COMMENT *Discussion* 3 min
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Committee for up to two minutes at the time such item is called. Members of the public may only speak once per agenda item due to time constraints.

IV.	OLD BUSINESS	ACTION/DISCUSSION
A.	By Laws	Quintin Mecke 15 min
	The Committee will review draft changes to the Committee's by laws, which were made available at the November 5, 2008 meeting. <i>Explanatory document-draft November 2008 by laws</i>	
B.	2009 Meeting Calendar	Quintin Mecke 5 min
	The Committee will review the 2009 Meeting Calendar. <i>Explanatory document-2009 Meeting Calendar</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve next steps</i>	
V.	INFORMATION REQUESTS	ACTION/DISCUSSION
A.	Staff Report	Bernice Casey 5 min
	Ms. Casey will provide a monthly staff report to the Committee which includes an information report on requests made by the Committee at previous meetings. Ms. Casey will also review the reappointment process. <i>Explanatory document-December 2008 Staff Report</i>	
B.	Information Requests	Quintin Mecke 15 min
	The Committee will review the Information Request items put forward during the meeting and request a report back at the January 2008 Committee meeting.	
C.	Announcements	Quintin Mecke 5 min
	Committee Members will use this time to make announcements. Chair Mecke will remember the work of former Committee Member Hank Wilson.	
	ADJOURNMENT	ACTION

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA SHELTER MONITORING COMMITTEE

Wednesday, January 7, 2009

10:00 AM

25 Van Ness Ave., Suite 70, Basement
San Francisco, CA 94102

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Roster:

Chair Quintin Mecke

Committee Member Henry Belton

Committee Member Aram Haulsiba

Committee Member Maxine Pauson

Committee Member Anthony Beliso

Committee Member Diana Greer

Committee Member David Nakanishi

Committee Member Cindy Ward

JAN - 2 2009

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CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

I. MINUTES ACTION 5 min

Explanatory document- December 10, 2008 Committee Minutes

Public Comment will be heard before the proposed action.

Proposed Action: Approve Minutes.

II. REPORTS DISCUSSION 30 min

A. Human Services Agency Cindy Ward HSA Representatives

- Shelter Vacancy Report, Single Adult & Family
- City Budget update

Explanatory document -Vacancy Report

B. Standard of Care (SOC) Quintin Mecke 15 min

- SOC Complaint Log

Explanatory documents-SOC Complaint Log

C. Department of Public Health David Nakanishi 20 min

- SOC Investigations
- City Budget update
- Staff Update

III. PUBLIC COMMENT DISCUSSION 3 min

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IV. OLD BUSINESS		ACTION/DISCUSSION
A.	2009 Meeting Calendar	Quintin Mecke <i>5 min</i>
	The Committee will review the approved 2009 Meeting Calendar and make suggested changes based on the new Project Homeless Connect schedule. <i>Explanatory document-2009 Meeting Calendar</i>	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Approve next steps</i>	
B.	Site Visit Protocols	Quintin Mecke <i>10 min</i>
	The Committee will review site visit protocols.	
V. INFORMATION REQUESTS		ACTION/DISCUSSION
A.	Staff Report	Bernice Casey <i>5 min</i>
	Ms. Casey will provide a monthly staff report to the Committee which includes an information report on requests made by the Committee at previous meetings. Ms. Casey will also review the reappointment process. <i>Explanatory document-January 2009 Staff Report</i>	
B.	Information Requests	Quintin Mecke <i>15 min</i>
	The Committee will review the Information Request items put forward during the meeting and request a report back at the February 2009 Committee meeting.	
C.	Announcements	Quintin Mecke <i>5 min</i>
	Committee Members will use this time to make announcements.	

ADJOURNMENT

ACTION

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Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689
Phone 415.554.7724
Fax 415.554.7854
E-mail sotf@sfgov.org

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

Wednesday, February 4, 2009

10:00 AM

City Hall, Room 421

San Francisco, CA 94102

01-29-09H0352 RUVI

Roster:

Chair Quintin Mecke

Committee Member Henry Belton

Committee Member Aram Hauslaib

Committee Member Rita Lark

Committee Member David Nakanishi

Committee Member Ramses Teon-Nichols

Committee Member Cindy Ward

Committee Member Anthony Beliso

Committee Member Diana Greer

Committee Member Elihu Hernandez

Committee Member Aubrey Moore

Committee Member Maxine Pauson

Committee Member Amanda Thompson

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I. MINUTES

ACTION

5 min

Explanatory document- January 7, 2009 Committee Minutes

Public Comment will be heard before the proposed action.

Proposed Action: Approve Minutes.

II. REPORTS

DISCUSSION

The monthly agency and program report time has been extended due to budget updates and possible cuts of services to shelters.

A. Human Services Agency

Cindy Ward

60 min

HSA Representatives

- Shelter Vacancy Report, Single Adult & Family
- Vacancy Analysis Update on Next Door
- City Budget update

Explanatory documents-Vacancy Report and Fiscal Year 2009-2010 Budget Reduction Plan for the Human Services Agency

B. Family Shelters-Point in Time

Aram Hauslaib

15 min

Committee Member Aram Hauslaib will review Connecting Point's recent Point in Time study.

Explanatory documents- Point in Time profile of Connecting Point clients

C. Department of Public Health

David Nakanishi

40 min

- SOC Investigations
- City Budget update
- Staff Update

D.	Standard of Care (SOC)	Quintin Mecke	<i>15 min</i>
	• SOC Complaint Log <i>Explanatory documents-SOC Complaint Log</i>		
III.	PUBLIC COMMENT	DISCUSSION	<i>3 min</i>
	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. Members of the public may only speak once per agenda item due to time constraints.		
IV.	INFORMATION REQUESTS	ACTION/DISCUSSION	
A.	Staff Report	Bernice Casey	<i>15 min</i>
	Ms. Casey will provide a monthly staff report to the Committee which includes an information report on requests made by the Committee at previous meetings. <i>Explanatory documents-February 2009 Staff Report, Homeless Counts Memo, Officer Descriptions, and bylaws</i>		
B.	Information Requests	Quintin Mecke	<i>15 min</i>
	The Committee will review the Information Request items put forward during the meeting and request a report back at the March 2009 Committee meeting. <i>Explanatory documents-Responses from SFMTA, SF311, and the Human Services Agency</i>		
C.	Announcements	Quintin Mecke	<i>5 min</i>
	Committee Members will use this time to make announcements.		
	ADJOURNMENT	ACTION	
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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

Wednesday, March 4, 2009

10:00 AM

City Hall, Room 34

San Francisco, CA 94102

Roster:

Chair Quintin Mecke

Committee Member Henry Belton

Committee Member Aram Haulsaib

Committee Member Rita Lark

Committee Member David Nakanishi

Committee Member Ramses Teon-Nichols

Committee Member Cindy Ward

Committee Member Anthony Beliso

Committee Member Diana Greer

Committee Member Elihu Hernandez

Committee Member Aubrey Moore

Committee Member Maxine Pauson

Committee Member Amanda Thompson

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CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I.	MINUTES	ACTION	5 min
	<i>Explanatory document- February 4, 2009 Committee Minutes</i>		
	<i>Public Comment will be heard before the proposed action.</i>		
	<i>Proposed Action: Approve Minutes.</i>		
II.	REPORTS	DISCUSSION	
A.	Human Services Agency	Cindy Ward HSA Representatives	30 min
	<ul style="list-style-type: none">• Shelter Vacancy Report, Single Adult & Family• Interfaith Shelter update• City Budget update• Report on RFP issuance<ul style="list-style-type: none">◦ Update on plans for shelter and resource centers in the new RFP's◦ Changes to shelter reservation policy, length of stay, etc.		
B.	Department of Public Health	David Nakanishi	10 min
	<ul style="list-style-type: none">• SOC Investigations• City Budget update• Staff Update		
C.	Standard of Care (SOC)	Quintin Mecke	15 min
	<ul style="list-style-type: none">• SOC Complaint Log <i>Explanatory documents-SOC Complaint Log</i>		

III.	PUBLIC COMMENT	DISCUSSION	3 min
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IV.	NEW BUSINESS	ACTION/DISCUSSION	
A.	Officer Election	Quintin Mecke	20 min
	The Committee will nominate and elect a Vice Chair and a Secretary, positions left vacant with the resignation of former Committee Member Damian Ochoa and Liz Olsen. <i>Explanatory document- Officer descriptions</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Elect Vice Chair and Secretary.</i>		
B.	Property Rights	Quintin Mecke	25 min
	The Committee will discuss what property rights, including grievance policies, clients have at shelters and City-managed storage locations.		
V.	INFORMATION REQUESTS	ACTION/DISCUSSION	
A.	Staff Report	Bernice Casey	15 min
	Ms. Casey will provide a monthly staff report to the Committee which includes an information report on requests made by the Committee at previous meetings. <i>Explanatory documents-March 2009 Staff Report</i>		
B.	Information Requests	Quintin Mecke	15 min
	The Committee will review the Information Request items put forward during the meeting and request a report back at the April 2009 Committee meeting.		
C.	Announcements	Quintin Mecke	5 min
	Committee Members will use this time to make announcements.		
	ADJOURNMENT	ACTION	

ADJOURNMENT

ACTION

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City and County of San Francisco
Shelter Monitoring Committee

AGENDA
SHELTER MONITORING COMMITTEE

Wednesday, April 1, 2009

10:00 AM

City Hall, Room 421

San Francisco, CA 94102

Roster:

Chair Quintin Mecke

Vice Chair Henry Belton

Secretary Aram Haulsibaib

Committee Member Anthony Beliso

Committee Member Diana Greer

Committee Member Elihu Hernandez

Committee Member Rita Lark

Committee Member Aubrey Moore

Committee Member David Nakanishi

Committee Member Maxine Pauson

Committee Member Ramses Teon-Nichols

Committee Member Amanda Thompson

Committee Member Cindy Ward

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CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I.	MINUTES	ACTION	5 min
	<i>Explanatory document- March 4, 2009 Committee Minutes</i>		
	Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Approve Minutes.</i>		
II.	REPORTS	DISCUSSION	
A.	Human Services Agency	Cindy Ward HSA Representatives	30 min
	<ul style="list-style-type: none">• Shelter Vacancy Report, Single Adult & Family• Bethel AME update• City Budget update• Report on RFP issuance<ul style="list-style-type: none">◦ Update on plans for shelter and resource centers in the new RFP's◦ Changes to shelter reservation policy, length of stay, etc.		
B.	Department of Public Health	David Nakanishi	10 min
	<ul style="list-style-type: none">• SOC Investigations• City Budget update		
C.	Standard of Care (SOC)	Quintin Mecke	20 min
	<ul style="list-style-type: none">• SOC Complaint Log• SOC Report Overview <i>Explanatory documents-SOC Complaint Log</i>		

	PUBLIC COMMENT	DISCUSSION	<i>3 min</i>
III.	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. Members of the public may only speak once per agenda item due to time constraints.		
IV.	NEW BUSINESS	ACTION/DISCUSSION	
A.	Committee Outreach	Quintin Mecke	<i>10 min</i>
	The Committee will discuss alternate ways of getting feedback from clients in the shelters, specifically about concerns.		
B.	Americans with Disability Act Overview	Susan Mizner	<i>20 min</i>
	Executive Director Susan Mizner with the Mayor's Office on Disability will provide an overview on the ADA and shelters.		
V.	OLD BUSINESS	ACTION/DISCUSSION	
A.	Property Rights	Quintin Mecke	<i>25 min</i>
	The Committee will discuss what property rights, including grievance policies, clients have at shelters and City-managed storage locations.		
VI.	INFORMATION REQUESTS	ACTION/DISCUSSION	
A.	Staff Report	Bernice Casey	<i>15 min</i>
	Ms. Casey will provide a monthly staff report to the Committee which includes an information report on requests made by the Committee at previous meetings. <i>Explanatory documents-April 2009 Staff Report</i>		
B.	Information Requests	Quintin Mecke	<i>15 min</i>
	The Committee will review the Information Request items put forward during the meeting and request a report back at the May 2009 Committee meeting.		
C.	Announcements	Quintin Mecke	<i>5 min</i>
	Committee Members will use this time to make announcements.		
	ADJOURNMENT	ACTION	

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Shelter Monitoring Committee

01APR09

Page 2 of 3

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

Wednesday, May 6, 2009

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

04-30-09P03-44 RCVD

Roster:

Chair Quintin Mecke	Vice Chair Henry Belton
Secretary Aram Hauseib	Committee Member Anthony Beliso
Committee Member Diana Greer	Committee Member Elihu Hernandez
Committee Member Rita Lark	Committee Member Aubrey Moore
Committee Member David Nakanishi	Committee Member Maxine Pauson
Committee Member Ramses Teon-Nichols	Committee Member Amanda Thompson
Committee Member Cindy Ward	

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CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I.	MINUTES	ACTION	5 min
	<i>Explanatory document- April 1, 2009 Committee Minutes</i>		
	Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Approve Minutes.</i>		
II.	REPORTS	DISCUSSION	
A.	Human Services Agency	Cindy Ward HSA Representatives	30 min
	<ul style="list-style-type: none">• Shelter Vacancy Report, Single Adult & Family• City Budget update• 2009-2010 Shelter Contracts• RFP for CHANGES Stations and Resource Centers <i>Explanatory document-Vacancy Report</i>		
B.	Department of Public Health	David Nakanishi	10 min
	<ul style="list-style-type: none">• SOC Investigations• City Budget update• Swine Flu Update		
C.	Standard of Care (SOC)	Quintin Mecke	20 min
	<ul style="list-style-type: none">• SOC Complaint Log• SOC Report Overview <i>Explanatory document-SOC Complaint Log</i>		

III.	PUBLIC COMMENT	DISCUSSION	<i>3 min</i>
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IV.	NEW BUSINESS	DISCUSSION	
A. Shelter Nutrition Kathleen da Silva <i>20 min</i> Ms. da Silva will provide an overview checklist of areas for consideration when the Committee conducts site visits.			
V.	INFORMATION REQUESTS	ACTION/DISCUSSION	
A. Staff Report Bernice Casey <i>15 min</i> Ms. Casey will provide a monthly staff report to the Committee which includes an information report on requests made by the Committee at previous meetings. <i>Explanatory documents-May 2009 Staff Report</i>			
B.	Information Requests	Quintin Mecke	<i>15 min</i>
The Committee will review the Information Request items put forward during the meeting and request a report back at the June 2009 Committee meeting.			
C.	Announcements	Quintin Mecke	<i>5 min</i>
Committee Members will use this time to make announcements.			
ADJOURNMENT ACTION			
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City and County of San Francisco
Shelter Monitoring Committee

AGENDA
SHELTER MONITORING COMMITTEE

Wednesday, June 3, 2009

10:00 AM

City Hall, Room 421

San Francisco, CA 94102

06-01-09AUSLBB REV0

Roster:

Chair Quintin Mecke

Secretary Aram Hauslaib

Committee Member Diana Greer

Committee Member Rita Lark

Committee Member David Nakanishi

Committee Member Ramses Teon-Nichols

Committee Member Cindy Ward

Vice Chair Henry Belton

Committee Member Anthony Beliso

Committee Member Elihu Hernandez

Committee Member Aubrey Moore

Committee Member Maxine Pauson

Committee Member Amanda Thompson

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CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I.	MINUTES	ACTION	5 min
	<i>Explanatory document- May 6, 2009 Committee Minutes</i>		
	Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Minutes.</i>		
II.	REPORTS	DISCUSSION	
A.	Human Services Agency	Cindy Ward HSA Representatives	30 min
	<ul style="list-style-type: none">• Shelter Vacancy Report, Single Adult & Family• City Budget update• 2009-2010 Shelter Contracts• RFP for CHANGES Stations and Resource Centers <i>Explanatory document-Vacancy Report</i>		
B.	Department of Public Health	David Nakanishi	10 min
	<ul style="list-style-type: none">• SOC Investigations• City Budget update		
C.	Standard of Care (SOC)	Quintin Mecke	45 min
	<ul style="list-style-type: none">• SOC Report Overview <i>Explanatory documents-SOC Complaint Log, SOC Standards Appendix, Standards Methodology, draft SOC Report</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve SOC Report</i> <i>Proposed Action: Approve SOC Methodology</i>		

III.	PUBLIC COMMENT	DISCUSSION	3 min
	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. Members of the public may only speak once per agenda item due to time constraints.		
IV.	OLD BUSINESS	ACTION/DISCUSSION	15 min
A.	Tenderloin Area Services	Quintin Mecke	
	The Committee will review the impact of budget cuts to the Tenderloin Area slotted and review past cuts.		
	Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Approve next steps.</i>		
V.	INFORMATION REQUESTS	DISCUSSION	
A.	Staff Report	Bernice Casey	15 min
	Ms. Casey will provide a monthly staff report to the Committee which includes an information report on requests made by the Committee at previous meetings.		
	<i>Explanatory documents-June 2009 Staff Report</i>		
B.	Information Requests	Quintin Mecke	15 min
	The Committee will review the Information Request items put forward during the meeting and request a report back at the July 2009 Committee meeting. Review of May 2009 Information requests: Department of Public Health's Standard of Care Timeline Response; Department of Public Health's Meal Contract Response, Department of Aging and Adult Services' Meal Contract Response, Human Service Agency's Vacancy Information Response, and Human Services Agency's Meal Contract Response.		
	<i>Explanatory documents-May 2009 SMC Information Requests and all received responses</i>		
C.	Announcements	Quintin Mecke	5 min
	Committee Members will use this time to make announcements.		

ADJOURNMENT **ACTION**

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Frank Darby, Administrator
Sunshine Ordinance Task Force
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San Francisco, CA 94102-4689
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E-mail sotf@sfgov.org

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City and County of San Francisco
Shelter Monitoring Committee

AGENDA
SHELTER MONITORING COMMITTEE

Wednesday, July 1, 2009

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

16-06-032011-20-RCW

Roster:

Chair Quintin Mecke	Vice Chair Henry Belton
Secretary Aram Haulslab	Committee Member Anthony Beliso
Committee Member Diana Greer	Committee Member Elihu Hernandez
Committee Member Rita Lark	Committee Member Aubrey Moore
Committee Member David Nakanishi	Committee Member Maxine Pauson
Committee Member Ramses Teon-Nichols	Committee Member Amanda Thompson
Committee Member Cindy Ward	

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

I. MINUTES ACTION 5 min
Explanatory document- June 3, 2009 Committee Minutes
Public Comment will be heard before the proposed action.
Proposed Action: Approve Minutes.

II. PUBLIC COMMENT DISCUSSION 3 min
Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. Members of the public may only speak once per agenda item due to time constraints.

II. REPORTS DISCUSSION
A. Standard of Care (SOC) Quintin Mecke 45 min
• SOC Report Overview
Explanatory documents- Standards Methodology
Public Comment will be heard before the proposed action.
Proposed Action: Approve SOC Methodology

B. Department of Public Health David Nakanishi 5 min
• SOC Investigation Update
• City Budget Update
Explanatory document-Status of SOC Investigations

C.	Human Services Agency	C Cindy Ward	<i>15 min</i>
	<ul style="list-style-type: none"> • Shelter Vacancy Report, Single Adult & Family • City Budget update • 2009-2010 Shelter Contracts • Review of New Reservation Policy 		
<i>Explanatory document-Vacancy Report, Reservation Policy</i>			
III.	NEW BUSINESS	DISCUSSION	<i>30 min</i>
A.	Review of Food/Nutrition Information	Quintin Mecke	
	The Committee will review the previously submitted information re: Food and nutrition at shelters.		
IV.	INFORMATION REQUESTS	DISCUSSION	
A.	Staff Report	Bernice Casey	<i>15 min</i>
	Ms. Casey will provide a monthly staff report to the Committee which includes an information report on requests made by the Committee at previous meetings.		
	<i>Explanatory documents-July 2009 Staff Report</i>		
B.	Information Requests	Quintin Mecke	<i>15 min</i>
	The Committee will review the Information Request items put forward during the meeting and request a report back at the August 2009 Committee meeting. Review of May 2009 Information requests: Department of Public Health's Standard of Care Timeline Response; Department of Public Health's Meal Contract Response, Department of Aging and Adult Services' Meal Contract Response, Human Service Agency's Vacancy Information Response, and Human Services Agency's Meal Contract Response.		
	<i>Explanatory documents-May 2009 SMC Information Requests and all received responses</i>		
C.	Announcements	Quintin Mecke	<i>5 min</i>
	Committee Members will use this time to make announcements.		

ADJOURNMENT

ACTION

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Shelter Monitoring Committee

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Shelter Monitoring Committee

AGENDA SHELTER MONITORING COMMITTEE

Wednesday, October 7, 2009

10:00 AM

City Hall, Room 421
San Francisco, CA 94102

10:00 AM

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Roster:

Chair Henry Belton	Vice Chair Aram Hauslaib
Committee Member Anthony Beliso	Committee Member L.J. Cirilo
Committee Member Diana Greer	Committee Member Elihu Hernandez
Committee Member Rita Lark	Committee Member David Nakanishi
Committee Member Maxine Pauson	Committee Member Ramses Teon-Nichols
Committee Member Amanda Thompson	Committee Member Cindy Ward

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I.	MINUTES	ACTION	5 min
	<i>Explanatory document- September 2, 2009 Committee Minutes</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Minutes.</i>		

II.	REPORTS	DISCUSSION	
A.	Department of Public Health (DPH) • SOC Investigation Update <i>Explanatory document-Status of SOC Investigations</i>	David Nakanishi	<i>15 min</i>

B.	Shelter Status Report	HSA Representative	<i>30 min</i>
	Shelter Advocate <ul style="list-style-type: none"> • Shelter Vacancy Report-Single Adult • Shelter Turn Away Report-Family Shelter-Hamilton Emergency • Finger Imaging Policy-Single Adult Shelter System • Family Waiting List-Connecting Point • Denial of Service Report & Hearings-Shelter Advocates <i>Explanatory documents-vacancy reports, turn-away reports, waiting list, and denial of service reports</i>		

C.	Standard of Care (SOC)	Bernice Casey	<i>15 min</i>
	<ul style="list-style-type: none"> • SOC Overview <i>Explanatory documents- SOC Overview</i>		

III.	PUBLIC COMMENT	DISCUSSION	<i>3 min</i>
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IV.	NEW BUSINESS	DISCUSSION	
A. Sunshine and Confidentiality Overview Jennifer Williams <i>30 min</i>			
Deputy City Attorney Jennifer Williams will provide an overview on confidentiality laws as they apply to shelter clients and visits and review the Sunshine Self-Assessment Exam with Committee Members. <i>Explanatory documents- Sunshine Self-Assessment Exam</i>			
B.	Shelter Behavioral Health Team	Allison Smith	
Program Manager Allison Smith will provide an overview of the work of the Shelter Behavioral Team, including what services are being provided and in which shelters.			
C.	Bylaws		
The Committee will review revised draft bylaws which change the meeting date to the third Wednesday of the month. The bylaw item will be voted on at the November 4, 2009 Shelter Monitoring Committee meeting. <i>Explanatory documents- Sunshine Self-Assessment Exam</i>			
V.	OLD BUSINESS	DISCUSSION/ACTION	
Shelter Access Ramses Teon-Nichols			
The Committee will review the Access recommendations made to the Board of Supervisors and Mayor's Office in the May 2009 Shelter Enrichment reports, co-authored with the Local Homeless Coordinating Board. Public Comment will be heard before the proposed action. <i>Proposed Action: Approve next steps</i>			
VI.	INFORMATION REQUESTS	DISCUSSION	
A.	Staff Report	Bernice Casey	<i>15 min</i>
Ms. Casey will provide a monthly staff report to the Committee which includes an information report on requests made by the Committee at previous meetings. <i>Explanatory documents-October 2009 Staff Report</i>			
B.	Information Requests	Henry Belton	<i>15 min</i>
The Committee will review the Information Request items put forward during the meeting and request a report back at the October 2009 Committee meeting.			
C.	Announcements	Henry Belton	<i>5 min</i>
Committee Members will use this time to make announcements.			

Adjournment

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III.	PUBLIC COMMENT	DISCUSSION	3 min
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IV.	NEW BUSINESS	DISCUSSION	
A.	Nomination of Officers	Henry Belton	15 min
	The Committee will review Job Description of Officers and Officers Terms and make nominations of Officers. A list of Members to be considered for Chair, Vice Chair, and Secretary will be made to the Chair by individual members and the vote will take place at the December 2, 2009 meeting. For a member to "win" the nomination, the Committee must have seven members vote to approve the appointment at the December 2, 2009 meeting. <i>Explanatory documents- Job Description of Officers and Officers Terms</i>		
V.	OLD BUSINESS	DISCUSSION/ACTION	
A.	Shelter Access	Bernice Casey	20 min
	The Committee will hear from Committee staff on the turn around counts conducted at CHANGES reservation locations.		
B.	Bylaws	Henry Belton	15 min
	The Committee will review the changes to the bylaws and consider changing the monthly meeting date of the Committee to the third Wednesday of the month. <i>Explanatory document- bylaws</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve bylaws</i>		
VI.	INFORMATION REQUESTS	DISCUSSION	
A.	Staff Report	Bernice Casey	15 min
	Ms. Casey will provide a monthly staff report to the Committee which includes an information report on requests made by the Committee at previous meetings. <i>Explanatory documents-November 2009 Staff Report</i>		
B.	Information Requests	Henry Belton	15 min
	The Committee will review the Information Request items put forward during the meeting and request a report back at the November 2009 Committee meeting.		
C.	Announcements	Henry Belton	5 min
	Committee Members will use this time to make announcements.		

Adjournment

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

Wednesday, December 2, 2009

10:00 AM

City Hall, Room 421
San Francisco, CA 94102

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Roster:

Chair Henry Belton
Committee Member Anthony Beliso
Committee Member Diana Greer
Committee Member David Nakanishi
Committee Member Ramses Teon-Nichols

Vice Chair Aram Hauseib
Committee Member LJ Cirilo
Committee Member Elihu Hernandez
Committee Member Maxine Pauson
Committee Member Cindy Ward

12/09
PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

I. MINUTES ACTION 5 min

Explanatory document- November 4, 2009 Committee Minutes

Public Comment will be heard before the proposed action.

Proposed Action: Approve Minutes.

II. REPORTS DISCUSSION 15 min

A. Department of Public Health (DPH) David Nakanishi

- H1N1 and Influenza Outreach and Education

B. Shelter Status Report HSA Representative 30 min
Shelter Advocate

- Shelter Vacancy Report-Single Adult
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point
- Winter Shelter Update
- Denial of Service Report & Hearings-Shelter Advocates

Explanatory documents-vacancy reports, turn-away reports, waiting list, and denial of service reports provided at the time of the meeting by presenters

C. Standard of Care (SOC) Bernice Casey 15 min

- SOC Overview

III. PUBLIC COMMENT DISCUSSION 3 min

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after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

		DISCUSSION	
IV.	NEW BUSINESS		
A.	Sunshine Overview	Sue Cauthon	<i>60 min</i>
	Sue Cauthon, Chair of the Sunshine Task Force's Education and Training Outreach Committee will provide an overview of the Sunshine Ordinance and its application when conducting Committee meetings.		
B.	Election of Officers	Henry Belton	<i>20 min</i>
	The Committee will consider the following nominees for the positions of Committee Chair, Ramses Teon-Nichols and Aram Hauslaib, Vice Chair, Ramses Teon-Nichols and Eliuh Hernandez, and Secretary, Aram Hauslaib and Eliuh Hernandez.		
	Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Election of Chair</i>		
	<i>Proposed Action: Election of Vice Chair</i>		
	<i>Proposed Action: Election of Secretary</i>		
V.	INFORMATION REQUESTS		
A.	Staff Report	Bernice Casey	<i>15 min</i>
	Ms. Casey will provide a monthly staff report to the Committee which includes an information report on requests made by the Committee at previous meetings.		
	<i>Explanatory documents-December 2009 Staff Report</i>		
B.	Information Requests	Henry Belton	<i>15 min</i>
	The Committee will review the Information Request items put forward during the meeting and request a report back at the January 2010 Committee meeting.		
C.	Announcements	Henry Belton	<i>5 min</i>
	Committee Members will use this time to make announcements.		

Adjournment

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E-mail sotf@sfgov.org

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City and County of San Francisco

Shelter Monitoring Committee

NOTEICE OF CANCELED MEETING for SHELTER MONITORING COMMITTEE Wednesday, January 20, 2010

01-15-10 10:25 AM

Roster:

Chair Henry Belton
Committee Member Anthony Beliso
Committee Member Diana Greer
Committee Member David Nakanishi
Committee Member Ramises Teon-Nichols

Vice Chair Aram Haulaib
Committee Member LJ Cirilo
Committee Member Elihu Hernandez
Committee Member Maxine Pauson
Committee Member Cindy Ward

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*0/10
Cancelled*
**The regularly scheduled meeting of the
Shelter Monitoring Committee on January 20,
2010 has been canceled. The Committee will meet
in February on February 17, 2010 at 10:00 AM at
City Hall, Room 408.**

Please note that the February agenda will be
posted by February 8 on the Committee's website,
www.sfgov.org/sheltermonitoring

Please note all printed materials are available
72 hours before the meeting and can be requested
via shelter.monitoring@sfgov.org or by phone at
415.255.3642



City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

Wednesday, February 17, 2010

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

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Roster:

Chair Henry Belton
Committee Member Anthony Beliso
Committee Member Diana Greer
Committee Member David Nakanishi
Committee Member Ramses Teon-Nichols

Vice Chair Aram Haulsaib
Committee Member LJ Cirilo
Committee Member Elihu Hernandez
Committee Member Maxine Pauson
Committee Member Cindy Ward

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I. MINUTES

ACTION

5 min

Explanatory document- December 2, 2009 Committee Minutes

Public Comment will be heard before the proposed action.

Proposed Action: Approve Minutes.

II. REPORTS

DISCUSSION

A. Department of Public Health (DPH)

David Nakanishi

15 min

- Budget Update

B. Shelter Status Report

HSA Representative 30 min

Shelter Advocate

Human Service Agency (HSA) Report

- Explanation of Vacancy Reporting, especially for Episcopal Community Shelters
- Shelter Vacancy Report-Single Adult
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point
- Winter Shelter Update

Shelter Advocates

- Denial of Service Report & Hearings

Explanatory documents-vacancy reports, turn-away reports, waiting list, and denial of service reports provided at the time of the meeting by presenters

C. Standard of Care (SOC)

Bernice Casey

15 min

- SOC Overview

III.	PUBLIC COMMENT	DISCUSSION	3 min
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IV.	NEW BUSINESS	DISCUSSION	
A.	Election of Officers	Henry Belton	20 min
The Committee will consider the following nominees for the positions of Committee Chair, Ramses Teon-Nichols and Aram Hauslaib, Vice Chair, Ramses Teon-Nichols and Eliuh Hernandez, and Secretary, Aram Hauslaib and Eliuh Hernandez.			
Public Comment will be heard before the proposed action.			
<i>Proposed Action: Election of Chair</i>			
<i>Proposed Action: Election of Vice Chair</i>			
<i>Proposed Action: Election of Secretary</i>			
B.	Standard of Care Legislation	J. Friedenbach	20 min
Executive Director of the Coalition on Homelessness Jennifer Friedenbach will provide an overview of draft legislation. The Committee will review proposed changes to the Standard of Care legislation and make suggestions for additions or edits.			
<i>Explanatory documents-draft Standard of Care legislation</i>			
Public Comment will be heard before the proposed action.			
<i>Proposed Action: Approval of draft legislation</i>			
C.	Quarterly Report	Henry Belton	30 min
The Committee will review the February 2009 Quarterly Report, covering the first two quarters of the 2009-2010 fiscal year, July through December 2009, and make any needed edits or additions.			
<i>Explanatory documents-draft Quarterly Report</i>			
Public Comment will be heard before the proposed action.			
<i>Proposed Action: Approval of February 2009 Quarterly Report</i>			
D.	Turn Away Report	Bernice Casey	30 min
The Committee will review the Turn Away Report, documenting attempts at clients of accessing the shelter system in October and November 2009.			
<i>Explanatory documents-draft Turn Away Report</i>			
Public Comment will be heard before the proposed action.			
<i>Proposed Action: Approval of Turn Away Report</i>			

V.	INFORMATION REQUESTS	<i>DISCUSSION</i>
A.	Staff Report	Bernice Casey <i>15 min</i>
	Ms. Casey will provide a monthly staff report to the Committee which includes an information report on requests made by the Committee at previous meetings.	
	<i>Explanatory documents-February 2010 Staff Report</i>	
B.	Information Requests	Henry Belton <i>15 min</i>
	The Committee will review the Information Request items put forward during the meeting and request a report back at the March 2010 Committee meeting.	
C.	Announcements	Henry Belton <i>5 min</i>
	Committee Members will use this time to make announcements.	

Adjournment

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March 17, 2010

Shelter Monitoring Committee - March 17, 2010

AGENDA

SHELTER MONITORING COMMITTEE

Wednesday, March 17, 2010

10:00 AM

City Hall, Room 408

San Francisco, CA 94102

Roster:

Chair Aram Hauseib Vice Chair Ramses Teon-Nichols

Secretary Elihu Hernandez Committee Member Anthony Beliso

Committee Member LJ Cirilo Committee Member Diana Greer

Committee Member David Nakanishi Committee Member Maxine Pauson

Committee Member Cindy Ward

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

I. MINUTES ACTION 5 min

Explanatory document- February 17, 2010 Committee Minutes

Public Comment will be heard before the proposed action.

Proposed Action: Approve Minutes.

II. REPORTS DISCUSSION

A. Department of Public Health (DPH) David Nakanishi 15 min

- Budget Update

B. Shelter Status Report HSA Representative 30 min

Shelter Advocate

Human Service Agency (HSA) Report

- Budget Update
- Shelter Vacancy Report-Single Adult
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point
- Winter Shelter Update-report on Bethel Family Shelter and Interfaith closure
- Shelter Advocates
- Denial of Service Report & Hearings

Explanatory documents-vacancy reports, turn-away reports, waiting list, and denial of service reports provided at the time of the meeting by presenters

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C. Standard of Care (SOC) Bernice Casey 15 min

- SOC Overview

III. PUBLIC COMMENT DISCUSSION 3 min

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IV. NEW BUSINESS DISCUSSION**A. Client On-site Shelter Storage Aram Haulslib 20 min**

The Committee will review the complaints received about missing client items at storage and discuss next steps.

Public Comment on this section will allow for three minutes for each speaker.

Explanatory document-Standard 15 violations from July 1, 2009 to March 10, 2010

B. Sit and Lie Legislation Aram Haulslib 20 min

The Committee will review draft Sit and Lie legislation and discuss next steps.

Explanatory document-Sit and Lie legislation

V. OLD BUSINESS DISCUSSION**B. Standard of Care Legislation Aram Haulslib 20 min**

The Committee will review the Standard of Care draft legislation and make any needed edits or changes.

Explanatory documents-draft Standard of Care legislation

Public Comment will be heard before the proposed action.

Proposed Action: Approval of draft legislation

VI. INFORMATION REQUESTS DISCUSSION**A. Staff Report Bernice Casey 15 min**

Ms. Casey will provide a monthly staff report to the Committee which includes an information report on requests made by the Committee at previous meetings. The Committee will also review the site visit protocol.

Explanatory documents-March 2010 Staff Report

B. Information Requests Aram Haulslib 15 min

The Committee will review the Information Request items put forward during the meeting and request a report back at the April 2010 Committee meeting.

C. Announcements Aram Haulslib 5 min

Committee Members will use this time to make announcements.

Adjournment

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581-2317; web site: ethics.

March 17, 2010 (Cancelled)

Shelter Monitoring Committee - March 17, 2010

NOTEICE OF CANCELED MEETING

Due to lack of quorum

SHELTER MONITORING COMMITTEE

Wednesday, March 17, 2010

The following Members were present:

Chair Aram Haulain

Secretary Elihu Hernandez

Committee Member Anthony Beliso

Committee Member David Nakanishi

Committee Member Maxine Pauson

Committee Member Cindy Ward

The following Members were absent:

Vice Chair Ramses Teon-Nichols

Committee Member LJ Cirilo

Committee Member Diana Greer

The next scheduled meeting for the Shelter Monitoring Committee is on April 21, 2010 at City Hall, Room 408, 10:00 AM

For a copy of the agenda, please go to sfov.org/sheltermonitoring

Or

Call 415.255.3642

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City and County of San Francisco
Shelter Monitoring Committee

AGENDA
SHELTER MONITORING COMMITTEE
Wednesday, April 21, 2010
10:00 AM
City Hall, Room 408
San Francisco, CA 94102

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Roster:

Chair Aram Hauseib
Secretary Elihu Hernandez
Committee Member LJ Cirilo
Committee Member Mary Howe
Committee Member Maxine Pauson
Committee Member Robert Weber

Vice Chair Ramses Teon-Nichols
Committee Member Anthony Beliso
Committee Member Diana Greer
Committee Member David Nakanishi
Committee Member Cindy Ward

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

- I. MINUTES ACTION 5 min
Explanatory document- February 17, 2010 Committee Minutes
Public Comment will be heard before the proposed action.
Proposed Action: Approve Minutes.

- II. REPORTS DISCUSSION 5 min
A. Department of Public Health (DPH) David Nakanishi 15 min
• Budget Update
- B. Shelter Status Report HSA Representative 30 min
Shelter Advocate

Human Service Agency (HSA) Report
• Budget Update
• Shelter Vacancy Report-Single Adult
• Shelter Turn Away Report-Family Shelter-Hamilton Emergency
• Family Waiting List-Connecting Point

Shelter Advocates

- Denial of Service Report & Hearings

Explanatory documents-vacancy reports, turn-away reports, waiting list, and denial of service reports provided at the time of the meeting by presenters

- III. PUBLIC COMMENT DISCUSSION 3 min
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after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

		DISCUSSION	
IV.	NEW BUSINESS		
A.	Sit and Lie Legislation	Aram Hauslaib	<i>20 min</i>
	The Committee will review draft Sit and Lie legislation and discuss next steps. <i>Explanatory document -Sit and Lie legislation</i>		
V.	OLD BUSINESS		
A.	Standard of Care Legislation	Aram Hauslaib	<i>20 min</i>
	The Committee will review the Standard of Care draft legislation and make any needed edits or changes. <i>Explanatory documents-draft Standard of Care legislation</i> Public Comment will be heard before the proposed action. Proposed Action: Approval of draft legislation		
VI.	INFORMATION REQUESTS		
A.	Information Requests	Aram Hauslaib	<i>15 min</i>
	The Committee will review the Information Request items put forward during the meeting and request a report back at the April 2010 Committee meeting.		
B.	Announcements	Aram Hauslaib	<i>5 min</i>
	Committee Members will use this time to make announcements.		

Adjournment

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA SHELTER MONITORING COMMITTEE

Wednesday, May 19, 2010

10:00 AM

City Hall, Room 408

San Francisco, CA 94102

Roster:

Chair Aram Hauslaib

Secretary Elihu Hernandez

Committee Member LJ Cirilo

Committee Member Mary Howe

Committee Member David Nakanishi

Committee Member Cindy Ward

Vice Chair Ramses Teon-Nichols

Committee Member Anthony Beliso

Committee Member Diana Greer

Committee Member Matt Luton

Committee Member Maxine Pauson

Committee Member Robert Weber

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I. **New Member Introduction** *Discussion* 5 min
Newly appointed Committee Members, Mary Howe, Matt Luton, and Robert Weber will spend a few minutes introducing themselves to the Committee and to the public.

II. **MINUTES** *ACTION* 5 min
Explanatory document- April 21, 2010 Committee Minutes
Public Comment will be heard before the proposed action.
Proposed Action: Approve Minutes.

III. **REPORTS** *DISCUSSION*
A. **Department of Public Health (DPH)** David Nakanishi 15 min
• Budget Update
• Investigation Update
• Health & Hygiene Training Overview

B. **Shelter Status Report** HSA Representative 30 min
Shelter Advocate
Human Service Agency (HSA) Report
• Budget Update
• Shelter Vacancy Report-Single Adult
• Shelter Turn Away Report-Family Shelter-Hamilton Emergency
• Family Waiting List-Connecting Point
Shelter Advocates
• Denial of Service Report & Hearings

Explanatory documents-vacancy reports, turn-away reports, waiting list, and denial of service reports provided at the time of the meeting by presenters

C. Standard of Care Bernice Casey 15 min
Committee staff will review the Standard of Care complaints.

IV. PUBLIC COMMENT DISCUSSION 3 min
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V. NEW BUSINESS DISCUSSION/ACTION
A. Public Meeting Aram Hauslaib 20 min
The Committee will review the remaining meeting dates in 2010, June 16, July 21, August 18, September 15, October 20, November 17 and December 15, and discuss what date they would like to have a public meeting. A public meeting would allow members of the community to discuss their main concerns with the shelter system and makes suggestions for improvement. This discussion would be the only item on the agenda.

B. Quarterly Report Aram Hauslaib 30 min
The Committee will review the quarterly report covering the second quarter of 2009-2010, January through March, and make suggested edits or additions.
Explanatory documents-draft quarterly report
Public Comment will be heard before the proposed action.
Proposed Action: Approval of quarterly report

VI. OLD BUSINESS DISCUSSION
A. Standard of Care Legislation Aram Hauslaib 20 min
The Committee will review the Standard of Care draft legislation and make any needed edits or changes.
Explanatory documents-draft Standard of Care legislation
Public Comment will be heard before the proposed action.
Proposed Action: Approval of draft legislation

VII. INFORMATION REQUESTS DISCUSSION
A. Staff Report Bernice Casey 5 min
Committee staff will review the May 2010 Staff Report.

B. Information Requests Aram Hauslaib 15 min
The Committee will review the Information Request items put forward during the meeting and request a report back at the May 2010 Committee meeting.

C. Announcements

Aram Hauslaib

5 min

Committee Members will use this time to make announcements.

Adjournment

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Sunshine Ordinance Task Force
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San Francisco, CA 94102-4689
Phone 415.554.7724
Fax 415.554.7854
E-mail sotf@sfgov.org

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Shelter Monitoring Committee

17MAY10

Page 3 of 3



City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

Wednesday, June 16, 2010

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

Roster:

Chair Aram Hauseib
Secretary Elihu Hernandez
Committee Member LJ Cirilo
Committee Member Mary Howe
Committee Member David Nakanishi
Committee Member Cindy Ward

Vice Chair Ramses Teon-Nichols
Committee Member Anthony Beliso
Committee Member Diana Greer
Committee Member Matt Luton
Committee Member Maxine Panson
Committee Member Robert Weber

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I.	MINUTES	ACTION	5 min
	<i>Explanatory document- April 21, 2010 Committee Minutes</i>		
	Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Minutes.</i>		
II.	REPORTS	DISCUSSION	
A.	Department of Public Health (DPH) • Budget Update	David Nakanishi	15 min
B.	Shelter Status Report	IISA Representative Shelter Advocate	30 min
	Human Service Agency (IISA) Report • Budget Update • Shelter Vacancy Report-Single Adult • Shelter Turn Away Report-Family Shelter-Hamilton Emergency • Family Waiting List-Connecting Point Shelter Advocates • Denial of Service Report & Hearings <i>Explanatory documents-vacancy reports, turn-away reports, waiting list, and denial of service reports provided at the time of the meeting by presenters</i>		
C.	Standard of Care Committee staff will review the Standard of Care complaints.	Bernice Casey	15 min

IV.	PUBLIC COMMENT	DISCUSSION	3 min
	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by Discussion] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.		
IV.	NEW BUSINESS	DISCUSSION/ACTION	
A.	Budget Letters	Aram Hauslaib	20 min
	The Committee will review draft letters to the Board of Supervisors and Mayor Newsom regarding budget recommendations for the 2010-2011 fiscal year. <i>Explanatory documents-draft letters</i>		
	Public Comment will be heard before the proposed action.		
	Proposed Action: Approval draft letters		
V.	INFORMATION REQUESTS	DISCUSSION	
A.	Staff Report	Bernice Casey	5 min
	Committee staff will review the June 2010 Staff Report.		
B.	Information Requests	Aram Hauslaib	15 min
	The Committee will review the Information Request items put forward during the meeting and request a report back at the July 2010 Committee meeting.		
C.	Announcements	Aram Hauslaib	5 min
	Committee Members will use this time to make announcements.		
Adjournment			
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City and County of San Francisco

Shelter Monitoring Committee

AGENDA SHELTER MONITORING COMMITTEE

Wednesday, July 21, 2010

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

Roster:

Chair Aram Hauseib
Secretary Elihu Hernandez
Committee Member LJ Cirilo
Committee Member Mary Howe
Committee Member David Nakanishi
Committee Member Cindy Ward

Vice Chair Ramses Teon-Nichols
Committee Member Anthony Beliso
Committee Member Diana Greer
Committee Member Matt Luton
Committee Member Maxine Pauson
Committee Member Robert Weber

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I. MINUTES ACTION 5 min

*Explanatory document- June 16., 2010 Committee Minutes
Public Comment will be heard before the proposed action.
Proposed Action: Approve Minutes.*

II. REPORTS DISCUSSION 15 min

A. Department of Public Health (DPII) David Nakanishi

- Budget Update

B. Shelter Status Report HISA Representative 30 min

Human Service Agency (HSA) Report

- Budget Update
- Shelter Vacancy Report-Single Adult
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point

Shelter Advocates

- Denial of Service Report & Hearings

Explanatory documents-vacancy reports, turn-away reports, waiting list, and denial of service reports provided at the time of the meeting by presenters

C. Standard of Care Bernice Casey 15 min

Committee staff will review the Standard of Care complaints.

IV. PUBLIC COMMENT **DISCUSSION** 3 min
Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by **Proposed Action** after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

IV. NEW BUSINESS **DISCUSSION/ACTION**
A. Standard o f Care Methodology **Aram Hauslaib** 50 min
The Committee will review draft SOC methodology incorporating new changes to the Standard of Care File No. 100437.
Public Comment will be heard before the proposed action.
Proposed Action: Approval draft methodology

V. INFORMATION REQUESTS **DISCUSSION**
A. Staff Report **Bernice Casey** 5 min
Committee staff will review the July 2010 Staff Report.

B. Information Requests **Aram Hauslaib** 15 min
The Committee will review the Information Request items put forward during the meeting and request a report back at the August 2010 Committee meeting.

C. Announcements **Aram Hauslaib** 5 min
Committee Members will use this time to make announcements.

Adjournment

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

Wednesday, August 18, 2010

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

Roster:

Chair Aram Hauslaib
Secretary Elihu Hernandez
Committee Member LJ Cirilo
Committee Member Matt Luton
Committee Member Maxine Pauson
Committee Member Robert Weber

Vice Chair Ramses Teon-Nichols
Committee Member Anthony Beliso
Committee Member Mary Howe
Committee Member David Nakanishi
Committee Member Cindy Ward

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

I. MINUTES ACTION 5 min

Explanatory document- July 21, 2010 Committee Minutes

Public Comment will be heard before the proposed action.

Proposed Action: Approve Minutes.

II. REPORTS DISCUSSION 15 min

A. Department of Public Health (DPH) David Nakanishi 15 min

- Standard of Care Training Update

B. Shelter Status Report HSA Representative 30 min Shelter Advocate

Human Service Agency (HSA) Report

- Shelter Vacancy Report-Single Adult
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point

Shelter Advocates

- Denial of Service Report & Hearings

Explanatory documents-vacancy reports, turn-away reports, waiting list, and denial of service reports provided at the time of the meeting by presenters

C. Standard of Care Bernice Casey 15 min

Committee staff will review the Standard of Care complaints.

	PUBLIC COMMENT	DISCUSSION	<i>3 min</i>
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IV.	NEW BUSINESS	DISCUSSION/ACTION	
A.	Quarterly Report The Committee will review draft quarterly report covering April 1 to June 30, 2010. Public Comment will be heard before the proposed action. <i>Proposed Action: Approval quarterly report</i>	Aram Hauslaib	<i>50 min</i>
V.	INFORMATION REQUESTS	DISCUSSION	
A.	Staff Report Committee staff will review the August 2010 Staff Report.	Bernice Casey	<i>5 min</i>
B.	Information Requests The Committee will review the Information Request items put forward during the meeting and request a report back at the September 2010 Committee meeting.	Aram Hauslaib	<i>15 min</i>
C.	Announcements Committee Members will use this time to make announcements.	Aram Hauslaib	<i>5 min</i>

Adjournment

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

Wednesday, September 15, 2010

10:00 AM

City Hall, Room 408

San Francisco, CA 94102

Roster:

Chair Aram Hauseib
Secretary Elihu Hernandez
Committee Member LJ Cirilo
Committee Member Matt Luton
Committee Member Maxine Pauson
Committee Member Robert Weber

Vice Chair Ramses Teon-Nichols
Committee Member Anthony Beliso
Committee Member Mary Howe
Committee Member David Nakanishi
Committee Member Cindy Ward

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I.	REPORTS	DISCUSSION	
A.	Department of Public Health (DPH) <ul style="list-style-type: none">• SOC Investigations	David Nakanishi	15 min
B.	Shelter Status Report Human Service Agency (HSA) Report <ul style="list-style-type: none">• Shelter Vacancy Report-Single Adult• Shelter Turn Away Report-Family Shelter-Hamilton Emergency• Family Waiting List-Connecting Point Shelter Advocates <ul style="list-style-type: none">• Denial of Service Report & Hearings <i>Explanatory documents-vacancy reports, turn-away reports, waiting list, and denial of service reports provided at the time of the meeting by presenters</i>	HSA Representative Shelter Advocate	30 min
C.	Standard of Care Committee staff will review the Standard of Care complaints.	Bernice Casey	15 min
II.	PUBLIC COMMENT Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by Discussion] on the agenda, members of the public	DISCUSSION	3 min

may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

		<i>DISCUSSION/ACTION</i>
III.	NEW BUSINESS	
A.	Standard of Care Report	Aram Hauslaib <i>50 min</i>
	The Committee will review 2009-2010 Standard of Care report.	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Approval SOC report</i>	
B.	Policies and Procedures	Aram Hauslaib <i>50 min</i>
	The Committee will review updated Policies and Procedures and make changes and edits.	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Approval Policies and Procedures</i>	
IV.	INFORMATION REQUESTS	<i>DISCUSSION</i>
A.	Staff Report	Bernice Casey <i>5 min</i>
	Committee staff will review the September 2010 Staff Report.	
B.	Information Requests	Aram Hauslaib <i>15 min</i>
	The Committee will review the Information Request items put forward during the meeting and request a report back at the October 2010 Committee meeting.	
C.	Announcements	Aram Hauslaib <i>5 min</i>
	Committee Members will use this time to make announcements.	

Adjournment

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Shelter Monitoring Committee

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Page 2 of 3

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

Wednesday, October 20, 2010

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

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Roster:

Chair Aram Hauslaib
Secretary Elihu Hernandez
Committee Member LJ Cirilo
Committee Member David Nakanishi
Committee Member Cindy Ward

Vice Chair Ramses Teon-Nichols
Committee Member Anthony Beliso
Committee Member Matt Luton
Committee Member Maxine Pauson
Committee Member Robert Weber

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

20 / 10 CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

I. MINUTES ACTION 5 min

Explanatory document- September 15, 2010 Committee Minutes

Public Comment will be heard before the proposed action.

Proposed Action: Approve Minutes.

II. REPORTS DISCUSSION

A. Department of Public Health (DPH) David Nakanishi 30 min

- SOC Investigations Responses
- DPH Investigation Methodology

Explanatory document- DPH Investigation Methodology

B. Shelter Status Report HSA Representative 30 min
Shelter Advocate

Human Service Agency (HSA) Report

- Shelter Vacancy Report-Single Adult
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point

Shelter Advocates

- Denial of Service Report & Hearings

Explanatory documents-vacancy reports, turn-away reports, waiting list, and denial of service reports provided at the time of the meeting by presenters

C. Standard of Care Bernice Casey 15 min

Committee staff will review the Standard of Care complaints.

III.	PUBLIC COMMENT	DISCUSSION	3 min
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III.	NEW BUSINESS	DISCUSSION/ACTION	
A.	Quarterly Report	Aram Haulsaib	50 min
The Committee will review 1 st Quarter 2010-2011 Quarterly Report. <i>Explanatory document- October 14, 2010 Quarterly Report</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approval Quarterly Report</i>			
B.	Shelter Survey	Aram Haulsaib	30 min
As part of the Settlement Agreement for the WRAP vs. City & County of San Francisco lawsuit, the Human Services Agency is seeking the input on the development of a quarterly shelter client survey that is administered by the Adult Emergency Shelter Contractors. <i>Explanatory document- HSA cover letter & survey and draft survey recommendations</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approval draft survey recommendations</i>			
IV.	INFORMATION REQUESTS	DISCUSSION	
A.	Staff Report	Bernice Casey	5 min
Committee staff will review the October 2010 Staff Report.			
B.	Information Requests	Aram Haulsaib	15 min
The Committee will review the Information Request items put forward during the meeting and request a report back at the November 2010 Committee meeting.			
C.	Announcements	Aram Haulsaib	5 min
Committee Members will use this time to make announcements.			

Adjournment

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November 17, 2010

Shelter Monitoring Committee - November 17, 2010

AGENDA

SHELTER MONITORING COMMITTEE

Wednesday, November 17, 2010

10:00 AM

City Hall, Room 408

San Francisco, CA 94102

Roster:

Chair Aram Hauseib Vice Chair Ramses Teon-Nichols

Committee Member Anthony Beliso Committee Member LJ Cirilo

Committee Member Matt Luton Committee Member David Nakanishi

Committee Member Maxine Pauson Committee Member Cindy Ward

Committee Member Robert Weber

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

I. MINUTES ACTION 10 min

Explanatory document- August 18, 2010 Committee Minutes

Public Comment will be heard before the proposed action.

Proposed Action: Approve Minutes.

Explanatory document- October 20, 2010 Committee Minutes

Public Comment will be heard before the proposed action.

Proposed Action: Approve Minutes.

II. REPORTS DISCUSSION

A. Department of Public Health (DPH) David Nakanishi 15 min

• DPH Investigation Methodology

Explanatory document- DPH Investigation Methodologies

B. Shelter Status Report HSA Representative 30 min

Shelter Advocate

Human Service Agency (HSA) Report

• Shelter Vacancy Report-Single Adult

• Shelter Turn Away Report-Family Shelter-Hamilton Emergency

• Family Waiting List-Connecting Point

Shelter Advocates

• Denial of Service Report & Hearings

Explanatory documents-vacancy reports, turn-away reports, waiting list, and denial of service reports provided at the

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time of the meeting by presenters

C. Standard of Care Bernice Casey 15 min

Committee staff will review the Standard of Care complaints.

III. PUBLIC COMMENT DISCUSSION 3 min

Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by Discussion] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

III. NEW BUSINESS DISCUSSION/ACTION

A. 2011 Calendar Aram Hauseib 15 min

The Committee will review 2011 Meeting Calendar and make any needed changes.

Explanatory document- 2011 Meeting Calendar

Public Comment will be heard before the proposed action.

Proposed Action: 2011 Meeting Calendar

IV. INFORMATION REQUESTS DISCUSSION

A. Staff Report Bernice Casey 5 min

Committee staff will review the November 2010 Staff Report.

B. Information Requests Aram Hauseib 15 min

The Committee will review the Information Request items put forward during the meeting and request a report back at the December 2010 Committee meeting.

C. Announcements Aram Hauseib 5 min

Committee Members will use this time to make announcements.

Adjournment

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Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

Wednesday, December 15, 2010

10:00 AM

City Hall, Room 408

San Francisco, CA 94102

Roster:

<i>Chair Ramses Teon-Nichols</i>	<i>Committee Member Elizabeth Anker</i>
<i>Committee Member LJ Cirilo</i>	<i>Committee Member Matt Luton</i>
<i>Committee Member David Nakanishi</i>	<i>Committee Member Linda Perrye</i>
<i>Committee Member Reginald Upshaw</i>	<i>Committee Member Cindy Ward</i>
<i>Committee Member Robert Weber</i>	

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

- I. MINUTES *Action*
Explanatory document- November 17, 2010 Committee Minutes
Public Comment will be heard before the proposed action.
Proposed Action: Approve Minutes.

10 min

- II. REPORTS *Discussion*
A. Department of Public Health (DPH) *David Nakanishi* 10 min
 - Adult Vaccination Program-Shelter Client Access

- B. Shelter Status Report *HSA Representative 30 min*
Shelter Advocate

Human Service Agency (HSA) Report

- Shelter Vacancy Report-Single Adult and Interfaith
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point

Shelter Advocates

- Denial of Service Report & Hearings

Explanatory documents-vacancy reports, turn-away reports, waiting list, and denial of service reports provided at the time of the meeting by presenters

- C. Standard of Care *Bernice Casey 15 min*
Committee staff will review the Standard of Care complaints for the 2nd quarter 2010-2011.

- III. PUBLIC COMMENT *Discussion 3 min*
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three minutes. With respect to an action item [denoted by **Proposed Action** after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

III.	NEW BUSINESS	DISCUSSION	
A.	SF START	Allison Smith	25 min
	Allison Smith will provide an overview of the work of SF START, including how clients can access services offered by SF START staff.		
B.	Complaint Process	Ramses Teon-Nichols	25 min
	The Committee will review the July 2010 approval of site inspection teams imitating Standard of Care complaints per the changes in the Standard of Care legislation. <i>Explanatory document- 2010 SOC methodology, sample complaint form, and SOC July 2010 legislation</i>		
IV.	INFORMATION REQUESTS	DISCUSSION	
A.	Staff Report	Bernice Casey	5 min
	Committee staff will review the December 2010 Staff Report.		
B.	Information Requests	Ramses Teon-Nichols	15 min
	The Committee will review the Information Request items put forward during the meeting and request a report back at the January 2011 Committee meeting.		
C.	Announcements	Ramses Teon-Nichols	5 min
	Committee Members will use this time to make announcements.		

Adjournment

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City and County of San Francisco

Shelter Monitoring Committee

DRAFT AGENDA SHELTER MONITORING COMMITTEE

January 19, 2010

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

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Roster:

Chair Ramses Teon-Nichols	Committee Member Elizabeth Ancker
Committee Member LJ Cirilo	Committee Member Matt Luton
Committee Member David Nakanishi	Committee Member Linda Perrye
Committee Member Reginald Upshaw	Committee Member Cindy Ward
Committee Member Robert Weber	

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

	CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS		<i>2 min</i>
I.	MINUTES	<i>ACTION</i>	<i>10 min</i>
	<i>Explanatory document- December 15, 2010 Committee Minutes</i>		
	Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Approve Minutes.</i>		
II.	REPORTS	<i>DISCUSSION</i>	
A.	Department of Public Health (DPH)	David Nakanishi	<i>10 min</i>
	• Registering clients for Healthy San Francisco		
B.	Shelter Status Report	<i>HSA Representative 30 min</i>	
	Human Service Agency (HSA) Report	<i>Shelter Advocate</i>	
	• Shelter Vacancy Report-Single Adult and Interfaith		
	• Shelter Turn Away Report-Family Shelter-Hamilton Emergency		
	• Family Waiting List-Connecting Point		
	• Cold Snap Protocol		
	Shelter Advocates		
	• Denial of Service Report & Hearings		
	<i>Explanatory documents-vacancy reports, turn-away reports, waiting list, and denial of service reports provided at the time of the meeting by presenters</i>		
C.	Standard of Care	Bernice Casey	<i>15 min</i>
III.	PUBLIC COMMENT	<i>DISCUSSION</i>	<i>3 min</i>
	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action		

after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

III.	NEW BUSINESS	DISCUSSION	
A.	Environmental Health	Joseph Ossai	<i>25 min</i>
	Senior Inspector Joseph Ossai will review the complaint protocol for the Committee when it receives complaints regarding pests during the SOC complaint process or when conducting site visits.		
IV.	INFORMATION REQUESTS	DISCUSSION	
A.	Staff Report	Bernice Casey	<i>5 min</i>
	Committee staff will review the January 2011 Staff Report.		
B.	Information Requests	Ramses Teon-Nichols	<i>15 min</i>
	The Committee will review the Information Request items put forward during the meeting and request a report back at the February 2011 Committee meeting.		
C.	Announcements	Ramses Teon-Nichols	<i>5 min</i>
	Committee Members will use this time to make announcements.		

Adjournment

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA SHELTER MONITORING COMMITTEE

February 16, 2011

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

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Roster:

Chair Ramses Teon-Nichols	Committee Member Elizabeth Ancker
Committee Member LJ Cirilo	Committee Member Matt Luton
Committee Member David Nakanishi	Committee Member Linda Perrye
Committee Member Reginald Upshaw	Committee Member Cindy Ward
Committee Member Robert Weber	

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I.	REPORTS	<i>DISCUSSION</i>	
A.	Department of Public Health (DPH)	David Nakanishi	10 min
	• Budget Update		
B.	Shelter Status Report	HSA Representative	30 min
		Shelter Advocate	

Human Service Agency (HSA) Report

- Shelter Vacancy Report-Single Adult and Interfaith
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point
- Cold Snap Protocol
- Budget Update

Shelter Advocates

- Denial of Service Report & Hearings

Explanatory documents-vacancy reports, turn-away reports, waiting list, and denial of service reports provided at the time of the meeting by presenters

C.	Standard of Care	Bernice Casey	15 min
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II.	PUBLIC COMMENT	<i>DISCUSSION</i>	3 min
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may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

III. NEW BUSINESS		DISCUSSION	
A.	Elections	Ramses Teon-Nichols	<i>15 min</i>
	The Committee will hold elections for the vacant Vice Chair and Secretary positions on the Committee. <i>Explanatory document- Bylaws</i>		
	Public Comment will be heard before the proposed action.		
	Proposed Action: Elect Vice Chair and Secretary.		
B.	Policies and Procedures	Ramses Teon-Nichols	<i>30 min</i>
	The Committee will review and make changes to draft Version 11 of the Policies and Procedures, including the additional sections of site visits and team captain requirements and duties. <i>Explanatory document- draft Version 11 Policies and Procedures</i>		
	Public Comment will be heard before the proposed action.		
	Proposed Action: Approve Version 11 of the Committee's Policies and Procedures		
IV. INFORMATION REQUESTS		DISCUSSION	
A.	Staff Report	Bernice Casey	<i>5 min</i>
	Committee staff will review the February 2011 Staff Report.		
B.	Information Requests	Ramses Teon-Nichols	<i>15 min</i>
	The Committee will review the Information Request items put forward during the meeting and request a report back at the March 2011 Committee meeting.		

Adjournment

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

March 16, 2011

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

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Roster:

Chair Ramses Teon-Nichols	Vice Chair LJ Cirilo
Secretary Elizabeth Ancker	Committee Member Matt Luton
Committee Member David Nakanishi	Committee Member Linda Perrye
Committee Member Reginald Upshaw	Committee Member Cindy Ward
Committee Member Robert Weber	

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

	CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS	ACTION	2 min
I.	MINUTES <i>Explanatory document- January 19, 2011 Committee Minutes</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Minutes.</i>		10 min
	<i>Explanatory document- February 16, 2011 Committee Minutes</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Minutes.</i>		
II.	REPORTS Department of Public Health (DPH) • Budget Update	DISCUSSION David Nakanishi	10 min
A.	Shelter Status Report Human Service Agency (HSA) Report • Shelter Vacancy Report-Single Adult and Interfaith • Shelter Turn Away Report-Family Shelter-Hamilton Emergency • Family Waiting List-Connecting Point • Cold Snap Protocol & Winter Shelter Closures • Budget Update Shelter Advocates • Denial of Service Report & Hearings <i>Explanatory documents-vacancy reports, turn-away reports, waiting list, and denial of service reports provided at the time of the meeting by presenters</i>	HSA Representative Shelter Advocate	30 min
C.	Standard of Care 1380 Howard Street, First Floor San Francisco, CA 94103 www.sfgov.org/sheltermonitoring	Bernice Casey (415) 255-3642 (phone) (415) 255-3629 (fax) shelter.monitoring@sfgov.org	15 min

III.	PUBLIC COMMENT	DISCUSSION	<i>3 min</i>
	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by Discussion] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.		
IV.	OLD BUSINESS	DISCUSSION/ACTION	
A.	Policies and Procedures	Ramses Teon-Nichols	<i>20 min</i>
	The Committee will review and make changes to draft Version 11 of the Policies and Procedures, including the additional sections of site visits and team captain requirements and duties.		
	<i>Explanatory document- draft Version 12 Policies and Procedures</i>		
	Public Comment will be heard before the proposed action.		
	Proposed Action: Approve Version 12 of the Committee's Policies and Procedures		
III.	NEW BUSINESS	DISCUSSION	
A.	Site Visit Forms	Reignald Upshaw & Bernice Casey	<i>45 min</i>
	Committee Member Upshaw and Ms. Case will review changes to the standardized site inspection forms.		
	<i>Explanatory document- Site Inspection Forms</i>		
	Public Comment will be heard before the proposed action.		
	Proposed Action: Approve Site Forms		
B.	Quarterly Report	Ramses Teon-Nichols	<i>60 min</i>
	The Committee will review and make changes to March 2011 Quarterly Report, which covers the second quarter of 2010-2011.		
	<i>Explanatory document- quarterly report</i>		
	Public Comment will be heard before the proposed action.		
	Proposed Action: Approve Quarterly Report		
IV.	INFORMATION REQUESTS	DISCUSSION	
A.	Staff Report	Bernice Casey	<i>5 min</i>
	Committee staff will review the March 2011 Staff Report.		
B.	Information Requests	Ramses Teon-Nichols	<i>5 min</i>
	The Committee will review the Information Request items put forward during the meeting and request a report back at the April 2011 Committee meeting.		

Adjournment

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Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689
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Fax 415.554.7854
E-mail sotf@sfgov.org

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Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

April 20, 2011

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

04-14-11 A05-35 RE:

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Roster:

Chair Ramses Teon-Nichols	Vice Chair LJ Cirilo
Secretary Elizabeth Ancker	Committee Member Matt Luton
Committee Member David Nakanishi	Committee Member Linda Perrye
Committee Member Reginald Upshaw	Committee Member Cindy Ward
Committee Member Robert Weber	

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

I.	CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS MINUTES <i>Explanatory document- March 16, 2011 Committee Minutes</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Minutes.</i>	<i>ACTION</i>	2 min 10 min
II.	REPORTS A. Department of Public Health (DPH) • Budget Update	<i>DISCUSSION</i> David Nakanishi	10 min
B.	Shelter Status Report Human Service Agency (HSA) Report • Shelter Vacancy Report-Single Adult and Interfaith • Shelter Turn Away Report-Family Shelter-Hamilton Emergency • Family Waiting List-Connecting Point • Budget Update Shelter Advocates • Denial of Service Report & Hearings <i>Explanatory documents-vacancy reports, turn-away reports, waiting list, and denial of service reports provided at the time of the meeting by presenters</i>	<i>HSA Representative</i> Shelter Advocate	30 min
C.	Standard of Care	LJ Cirilo	15 min
III.	PUBLIC COMMENT Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action	<i>DISCUSSION</i>	3 min

after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

	OLD BUSINESS	DISCUSSION/ACTION
A.	Site Visit Forms	LJ Cirilo 40 min
Committee Members will review the draft inspection forms and make edits as needed. <i>Explanatory document- Site Inspection Forms</i> Public Comment will be heard before the proposed action. Proposed Action: Approve Site Forms		
	NEW BUSINESS	DISCUSSION/ACTION
A.	Shelter Health Training Goals Kathleen Murphy Shuton, RN, PHN	40 min
Public Health Nurse Kathleen Shuton and VISTA intern Emily Martin of Tom Waddell Homeless Family Team will review the health training modules they developed and have employed in the shelters, in compliance with the Standards of Care.		
	INFORMATION REQUESTS	DISCUSSION
A.	Staff Report	Marta Rebollo 5 min
Committee staff will review the April 2011 Staff Report.		
B.	Information Requests	LJ Cirilo 5 min
The Committee will review the Information Requests from the March 2011 meeting and put forward any items discussed during the meeting.		

Adjournment
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City and County of San Francisco

Shelter Monitoring Committee

AGENDA SHELTER MONITORING COMMITTEE

May 18, 2011

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

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Roster:

Chair LJ Cirilo

Committee Member Will Daley

Committee Member Judy Kerns

Committee Member David Nakanishi

Committee Member Linda Perrye

Committee Member Cindy Ward

Vice Chair Elizabeth Ancker
Committee Member Mandy Heier
Committee Member Matt Luton
Committee Member Maxine Pauson
Committee Member Reginald Upshaw

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

	CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS MINUTES	ACTION	2 min 10 min
I.	<i>Explanatory document- April 20, 2011 Committee Minutes</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Minutes.</i>		
II.	REPORTS	DISCUSSION	
A.	Department of Public Health (DPH) • Budget Update	David Nakanishi	10 min
B.	Shelter Status Report Human Service Agency (HSA) Report • Shelter Vacancy Report-Single Adult and Interfaith • Shelter Turn Away Report-Family Shelter-Hamilton Emergency • Family Waiting List-Connecting Point • Budget Update Shelter Advocates • Denial of Service Report & Hearings <i>Explanatory documents-vacancy reports, turn-away reports, waiting list, and denial of service reports provided at the time of the meeting by presenters</i>	HSA Representative Shelter Advocate	30 min
C.	Standard of Care	Bernice Casey	15 min
III.	PUBLIC COMMENT	DISCUSSION	3 min
	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to		

three minutes. With respect to an action item [denoted by **Proposed Action** after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

IV.	NEW BUSINESS	<i>DISCUSSION/ACTION</i>
A.	Election of Secretary Committee Members will review the description of Secretary and make nominations. A majority of seven Members is necessary to elect a nominee. <i>Explanatory document- Job Officers Description</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Elect Secretary</i>	LJ Cirilo <i>20 min</i>
B.	Quarterly Report Committee Members will review the Quarterly Report covering the third quarter, January-March 2011 and make any necessary changes or edits. <i>Explanatory document- draft Quarterly Report</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Quarterly Report</i>	LJ Cirilo <i>40 min</i>
C.	2011-2012 Budget Letter The Committee will review the budget letter for 2011-2012 addressed to the Mayor's and the Board of Supervisors. <i>Explanatory document- draft budget letter</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve budget letter</i>	LJ Cirilo <i>10 min</i>
V.	INFORMATION REQUESTS	<i>DISCUSSION</i>
A.	Staff Report Committee staff will review the May 2011 Staff Report.	Bernice Casey <i>5 min</i>
B.	Information Requests The Committee put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.	LJ Cirilo <i>5 min</i>

Adjournment

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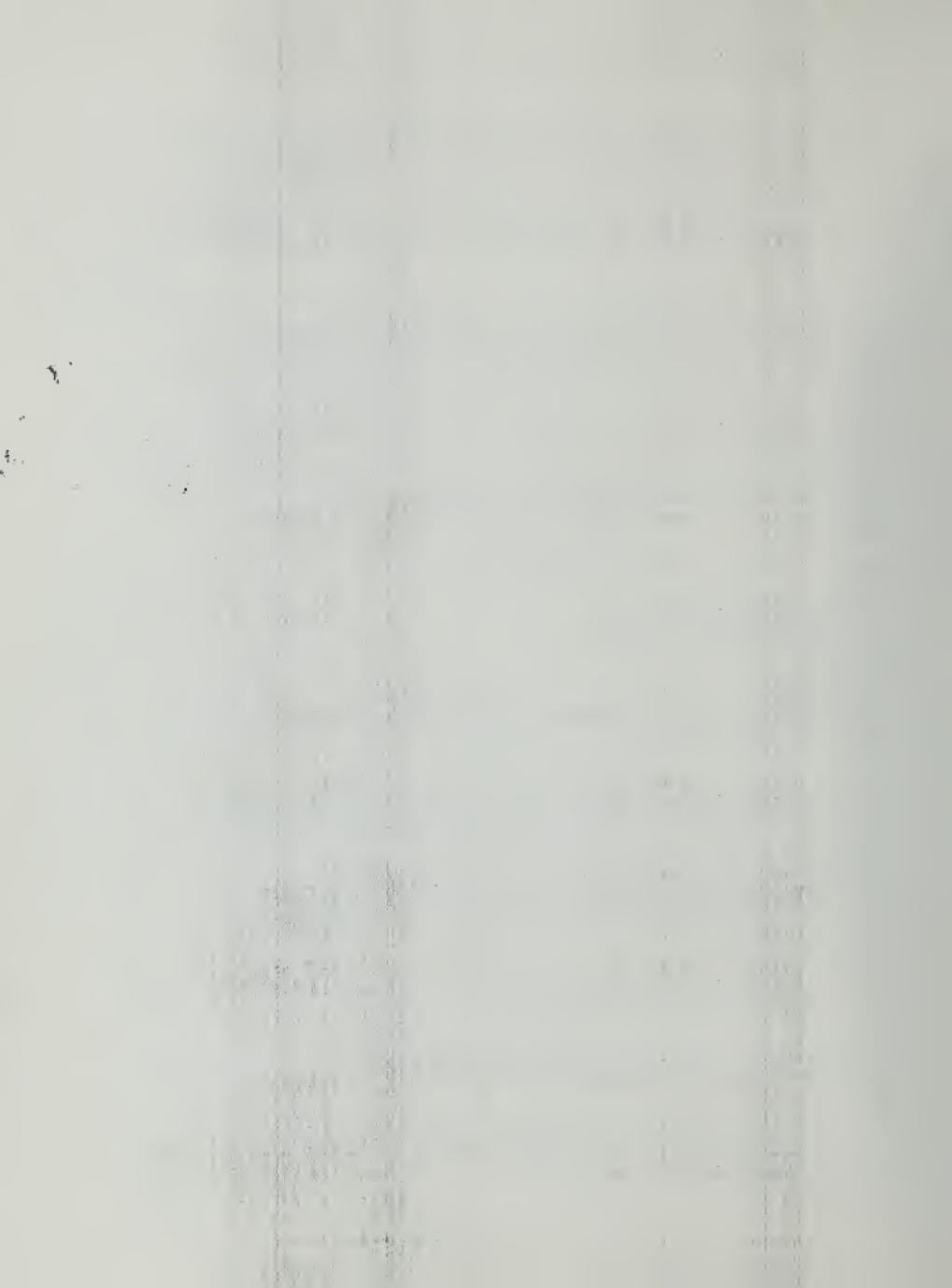
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City and County of San Francisco



Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

June 15, 2011

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

06-10-11 01:51 2011

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Committee Member Mandy Heier

Committee Member David Nakanishi

Committee Member Linda Perrye

Committee Member Cindy Ward

Vice Chair Elizabeth Ancker

Committee Member Will Daley

Committee Member Judy Kerns

Committee Member Maxine Pauson

Committee Member Reginald Upshaw

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	CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS MINUTES <i>Explanatory document- May 18, 2011 Committee Minutes</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Minutes.</i>	ACTION <i>HSA Representative 30 min</i>	2 min 10 min
II.	REPORTS Shelter Status Report Human Service Agency (HSA) Report <ul style="list-style-type: none">• Shelter Vacancy Report-Single Adult and Interfaith• Shelter Turn Away Report-Family Shelter-Hamilton Emergency• Family Waiting List-Connecting Point• Budget Update Shelter Advocates <ul style="list-style-type: none">• Denial of Service Report & Hearings <i>Explanatory documents-vacancy reports, turn-away reports, waiting list, and denial of service reports provided at the time of the meeting by presenters</i>	DISCUSSION <i>Shelter Advocate</i>	
B.	Standard of Care	Bernice Casey	15 min
III.	PUBLIC COMMENT Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to	DISCUSSION	3 min

a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

		<i>DISCUSSION/ACTION</i>
IV.	OLD BUSINESS	
A.	Site Inspection Forms & Methodology	LJ Cirilo <i>35 min</i>
	Committee members will review the draft site inspection forms and revisions to the Standard of Care methodology and make changes as needed. <i>Explanatory documents- Standard of Care Methodology Version 3, staff questions inspection form, site inspection form, client surveys</i>	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Approve Methodology</i>	
	<i>Proposed Action: Approve inspection forms</i>	
V.	NEW BUSINESS	<i>DISCUSSION/ACTION</i>
A.	2011-2012 Budget Letter	LJ Cirilo <i>10 min</i>
	The Committee will review the budget letter for 2011-2012 addressed to the Mayor's and the Board of Supervisors identifying programs and services to maintain and possible cost-savings measures. <i>Explanatory document- draft budget letter</i>	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Approve budget letter</i>	
VI.	INFORMATION REQUESTS	<i>DISCUSSION</i>
A.	Staff Report	Bernice Casey <i>5 min</i>
	Committee staff will review the June 2011 Staff Report.	
B.	Information Requests	LJ Cirilo <i>5 min</i>
	The Committee put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.	

Adjournment

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

July 20, 2011

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

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Roster:

Chair LJ Cirilo	Vice Chair Elizabeth Ancker
Secretary Matt Luton	Committee Member Will Daley
Committee Member Mandy Heier	Committee Member Judy Kerns
Committee Member David Nakanishi	Committee Member Maxine Pauson
Committee Member Reginald Upshaw	Committee Member Cindy Ward

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

I.	CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS MINUTES <i>Explanatory document- June 15, 2011 Committee Minutes</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Minutes.</i>	<i>ACTION</i> David Nakanishi 10 min	2 min
II.	REPORTS A. Department of Public Health • Budget Update	<i>DISCUSSION</i> David Nakanishi 10 min	
B.	Shelter Status Report Human Service Agency (HSA) Report • Shelter Vacancy Report-Single Adult • Shelter Turn Away Report-Family Shelter-Hamilton Emergency • Family Waiting List-Connecting Point • Budget Update Shelter Advocates • Denial of Service Report & Hearings <i>Explanatory documents-vacancy reports, turn-away reports, waiting list, and denial of service reports provided at the time of the meeting by presenters</i>	HSA Representative Shelter Advocate 30 min	
C.	Standard of Care	Bernice Casey 15 min	
III.	PUBLIC COMMENT Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action	<i>DISCUSSION</i> 3 min	

after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

		DISCUSSION/ACTION	
IV.	NEW BUSINESS		
A.	Homeless Count 2011	Ali Schlageter	<i>25 min</i>
	Local Homeless Coordinating Board Policy Analyst Ali Schlageter will present on the methodology and outcomes of the San Francisco 2011 Homeless Count. <i>Explanatory document- Executive Report of Homeless Count 2011</i>		
B.	Turn Away Report	LJ Cirilo	<i>40 min</i>
	Committee members will review the draft turn away report and make changes as needed. <i>Explanatory documents- 2010-2011 Turn Away Report</i> Public Comment will be heard before the proposed action. Proposed Action: Approve turn away report		
C.	Fair Shelter Initiative Advocates	Initiative Advocate	<i>18 min</i>
	The Committee will hear from an advocate from the Fair Shelter Initiative on the purposed ballot initiative to make changes to Care Not Cash.		
V.	INFORMATION REQUESTS	DISCUSSION	
A.	Staff Report	Committee Staff	<i>5 min</i>
	Committee staff will review the July 2011 Staff Report.		
B.	Information Requests	LJ Cirilo	<i>5 min</i>
	The Committee put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.		

Adjournment

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Chris Rustom, Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689
Phone 415.554.7724
Fax 415.554.7854
E-mail sotf@sfgov.org

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City and County of San Francisco
Shelter Monitoring Committee

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AGENDA

SHELTER MONITORING COMMITTEE

August 17, 2011

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

Roster:

Chair LJ Cirilo

Vice Chair Elizabeth Ancker

Secretary Matt Luton

Committee Member Will Daley

Committee Member Mandy Heier

Committee Member Judy Kerns

Committee Member David Nakanishi

Committee Member Maxine Pauson

Committee Member Reginald Upshaw

Committee Member Cindy Ward

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I. MINUTES ACTION

10 min

The Committee will review the draft July 20, 2011 Minutes.

Explanatory document- July 20, 2011 Committee Minutes

Public Comment will be heard before the proposed action.

Proposed Action: Approve Minutes.

II. REPORTS

DISCUSSION

A. Department of Public Health David Nakanishi 10 min

- 2011-2012 budget cuts to Homeless Programs

B. Shelter Status Report

HSA Representative 30 min

Human Service Agency (HSA) Report

- Shelter Vacancy Report-Single Adult
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point

C. Standard of Care

Bernice Casey 15 min

III. PUBLIC COMMENT

DISCUSSION 3 min

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may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

		<i>DISCUSSION/ACTION</i>
IV.	NEW BUSINESS	
A.	T-Line Letter to SFMTA	Elizabeth Ancker
	The Committee will review a letter addressed to the San Francisco Municipal Transit Authority outlining concerns about delays and stops in the T-line which are prohibiting clients from accessing shelter units at Providence. <i>Explanatory document- draft T-Line Letter</i>	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Approve letter</i>	
V.	INFORMATION REQUESTS	<i>DISCUSSION</i>
A.	Staff Report	Elizabeth Ancker <i>5 min</i>
	The Committee will review the August 2011 staff report.	
B.	Information Requests	Elizabeth Ancker <i>5 min</i>
	The Committee put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.	

Adjournment

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Shelter Monitoring Committee

17AUG11

Page 2 of 3

**A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE
THROUGH:**

Chris Rustom, Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
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City and County of San Francisco

Shelter Monitoring Committee

MEETING CANCELED FOR

THE

SHELTER MONITORING COMMITTEE

ON

August 17, 2011

AT

10:00 AM

City Hall, Room 408

San Francisco, CA 94102

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called
Roster:

Chair LJ Cirilo
Secretary Matt Luton
Committee Member Judy Kerns
Committee Member Maxine Pauson
Committee Member Cindy Ward

Vice Chair Elizabeth Ancker
Committee Member Will Daley
Committee Member David Nakanishi
Committee Member Reginald Upshaw

The August 17, 2011 Shelter Monitoring Committee meeting is canceled. The Committee will meet and address all August agenda items at its September 21, 2011 Committee Meeting.

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1380 Howard Street, First Floor
San Francisco, CA 94103
www.sfgov.org/sheltermonitoring

(415) 255.3642 (phone)

(415) 255-3629 (fax)

shelter.monitoring@sfgov.org

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

September 21, 2011

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

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Roster:

Chair LJ Cirilo
Secretary Matt Luton
Committee Member Judy Kerns
Committee Member Maxine Pauson
Committee Member Cindy Ward

Vice Chair Elizabeth Ancker
Committee Member Will Daley
Committee Member David Nakanishi
Committee Member Reginald Upshaw

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS			2 min
I.	MINUTES	ACTION	10 min
	The Committee will review the draft July 20, 2011 Minutes. <i>Explanatory document- July 20, 2011 Committee Minutes</i>		
	Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Minutes.</i>		
II.	REPORTS	DISCUSSION	
A.	Shelter Status Report	HSA Representative	30 min
	Human Service Agency (HSA) Report		
	• Shelter Vacancy Report-Single Adult		
	• Shelter Turn Away Report-Family Shelter-Hamilton Emergency		
	• Family Waiting List-Connecting Point		
III.	PUBLIC COMMENT	DISCUSSION	3 min
	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by Discussion] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.		
IV.	NEW BUSINESS	DISCUSSION/ACTION	
A.	T-Line Letter to SFMTA	Elizabeth Ancker	5 min

The Committee will review a letter addressed to the San Francisco Municipal Transit Authority outlining concerns about delays and stops in the T-line which are prohibiting clients from accessing shelter units at Providence.

Explanatory document- draft T-Line Letter

Public Comment will be heard before the proposed action.

Proposed Action: Approve letter

- B. **Sunshine Task Force Presentation** **Chris Rustom** 50 min
Members of the Sunshine Task Force will give an overview of the Sunshine Ordinance.

- C. **Quarterly Report** **Elizabeth Ancker** 40 min
The Committee will discuss the 4th quarterly report of 2010-2011 and make any needed edits or changes.
Explanatory document- Quarterly Report, covering April-June 2011
Public Comment will be heard before the proposed action.
Proposed Action: Approve report

- V. **INFORMATION REQUESTS** **DISCUSSION**
A. **Staff Report** **Bernice Casey** 5 min
The Committee will review the August & September 2011 staff report.
- B. **Information Requests** **Elizabeth Ancker** 5 min
The Committee put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.
Explanatory documents-Responses from the Human Services Agency

Adjournment

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October 19, 2011

Shelter Monitoring Committee - October 19, 2011

AGENDA

SHELTER MONITORING COMMITTEE

October 19, 2011

10:00 AM

City Hall, Room 408

San Francisco, CA 94102

Roster:

Chair LJ Cirilo Vice Chair Elizabeth Ancker

Secretary Matt Luton Committee Member Will Daley

Committee Member Judy Kems Committee Member David Nakanishi Committee Member Maxine Pauson Committee

Member Reginald Upshaw Committee Member Cindy Ward

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

I. REPORTS DISCUSSION

A. Department of Public Health David Nakanishi

B. Shelter Status Report HSA Representative 30 min

Human Service Agency (HSA) Report

- Shelter Vacancy Report-Single Adult
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point

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II. PUBLIC COMMENT DISCUSSION 3 min

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III. INFORMATION REQUESTS DISCUSSION

A. Information Requests Elizabeth Ancker 15 min

The Committee put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.

Adjournment

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City and County of San Francisco
Shelter Monitoring Committee

AGENDA
SHELTER MONITORING COMMITTEE

November 16, 2011

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

11-10-11A08:30 RCVD

Roster:

Chair LJ Cirilo

Secretary Matt Luton

Committee Member Judy Kerns

Committee Member Simon Martinez

Committee Member David Nakanishi

Committee Member Reginald Upshaw

Vice Chair Elizabeth Ancker

Committee Member Will Daley

Committee Member Ramon Lacayo

Committee Member Deborah Muise

Committee Member Maxine Pauson

Committee Member Cindy Ward

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

	CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS MINUTES	ACTION	2 min 10 min
I.	The Committee will review the draft September 21, 2011 Minutes. <i>Explanatory document- September 21, 2011 Committee Minutes</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Minutes.</i>		
II.	REPORTS A. Shelter Status Report	DISCUSSION	
	Human Service Agency (HSA) Report <ul style="list-style-type: none">• Winter Shelters• Shelter Vacancy Report-Single Adult• Shelter Turn Away Report-Family Shelter-Hamilton Emergency• Family Waiting List-Connecting Point	HSA Representative	30 min
B.	Standard of Care Report	Bernice Casey	
III.	PUBLIC COMMENT	DISCUSSION	3 min
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IV. NEW BUSINESS		DISCUSSION/ACTION
A.	Funding for Nutritionist	Elizabeth Ancker 15 min
The Committee will review a letter addressed to the Human Services Agency & Department of Public Health asking for funding for the remainder of the fiscal year to retain the services of the nutritionist working with shelters to incorporate the Standards of Care nutritional components.		
<i>Explanatory documents- draft letter & overview of nutritionist work</i>		
Public Comment will be heard before the proposed action.		
Proposed Action: Approve letter		
B.	Sunshine Ordinance Task Force Presentation	Bruce Wolfe 50 min
Sunshine Ordinance Task Force (SOTF) Vice Chair Bruce Wolfe will give an overview of the Sunshine Ordinance to the Committee.		
V. INFORMATION REQUESTS		DISCUSSION
A.	Staff Report	Bernice Casey 5 min
The Committee will review the November 2011 staff report.		
<i>Explanatory document-November 2011 staff report & SOTF Order of Determination</i>		
B.	Information Requests	Elizabeth Ancker 5 min
The Committee put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.		

Adjournment

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Shelter Monitoring Committee

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Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

December 14, 2011

10:00 AM

12-07-11P02:43 RCV'D

City Hall, Room 408

San Francisco, CA 94102

GOVERNMENT
DOCUMENTS DEPT

Roster:

Chair Elizabeth Ancker
 Committee Member Will Daley
 Committee Member Ramon Lacayo III
 Committee Member Deborah Muise
 Committee Member Maxine Pauson
 Committee Member Cindy Ward

Vice Chair Matt Luton
 Committee Member Judy Kerns
 Committee Member Simon Martinez
 Committee Member David Nakanishi
 Committee Member Reginald Upshaw

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DEC - 7 2011

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

	CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS	<i>2 min</i>
I.	MINUTES	<i>ACTION</i> <i>5 min</i>
	The Committee will review the draft November 16, 2011 Minutes.	
	<i>Explanatory document- November 16, 2011 Committee Minutes</i>	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Approve Minutes.</i>	
II.	REPORTS	DISCUSSION
A.	Shelter Status Report	HSA Representative <i>20 min</i>
	Human Service Agency (HSA) Report	
	<ul style="list-style-type: none"> • Winter Shelters • Shelter Vacancy Report-Single Adult & Interfaith • Shelter Turn Away Report-Family Shelter-Hamilton Emergency • Family Waiting List-Connecting Point 	
B.	Standard of Care Report	Bernice Casey
III.	PUBLIC COMMENT	DISCUSSION <i>3 min</i>
	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by Discussion] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called.	
	Members of the public may only speak once per agenda item.	

IV. NEW BUSINESS		DISCUSSION/ACTION
A.	2012 Meeting Calendar	Elizabeth Ancker 5 min
	The Committee will review the suggested 2012 meeting calendar and made needed changes. <i>Explanatory documents- 2012 Meeting Calendar</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve calendar</i>	
B.	Nominations of Officers	Elizabeth Ancker 5 min
	The Committee will nominate Members for the positions of Chair, Vice Chair, and Secretary for the January 2012 elections. There may be multiple nominations for the same position, but a majority (seven Members) vote is needed for a Member to be elected. The vote [action] on the Officers will take place at the January 2012 meeting. <i>Explanatory documents- Officers descriptions</i>	
C.	Quarterly Report	Elizabeth Ancker 20 min
	The Committee will review the First Quarterly Report of 2011-2012 and make any needed changes or edits. <i>Explanatory documents- 1st Quarter 2011-2012 Quarterly Report</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve quarterly report</i>	
D.	Women's 24-hour Drop-In Center	Elizabeth Ancker 10 min
	The Committee will review a draft letter requesting that the services currently offered at Oshun for families, including single-father families, are maintained during any contract transition. <i>Explanatory documents- draft letter to Department of Public Health</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve draft letter</i>	
E.	Committee Identification Badges	Ramon Lacayo III 10 min
	Committee Member Lacayo will discuss ideas about the issuance of Committee Identification Badges. Public Comment will be heard before the proposed action. <i>Proposed Action: Approve next steps</i>	
V.	INFORMATION REQUESTS	DISCUSSION
A.	Staff Report	Bernice Casey 5 min
	The Committee will review the December 2011 staff report. <i>Explanatory document-December 2011 staff report</i>	
B.	Information Requests	Elizabeth Ancker 5 min
	The Committee put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.	

Adjournment

This item requires a motion, a second, and to be carried.

Public Comment will be heard before the proposed action.

Proposed Action: Approve adjournment

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Shelter Monitoring Committee

14DEC11

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

January 18, 2012

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

01-13-12 A08:25 RCVD

GOVERNMENT
DOCUMENTS DEPT

Roster:

Chair Elizabeth Ancker

Vice Chair Matt Luton

Committee Member Will Daley

Committee Member Ramon Lacayo III

Committee Member Simon Martinez

Committee Member Deborah Muise

Committee Member David Nakanishi

Committee Member Maxine Pauson

Committee Member Reginald Upshaw

Committee Member Cindy Ward

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

MINUTES

ACTION

5 min

The Committee will review the draft December 14, 2011 Minutes.

Explanatory document- December 14, 2011 Committee Minutes

Public Comment will be heard before the proposed action.

Proposed Action: Approve Minutes.

II.

REPORTS

DISCUSSION

A. Department of Public Health David Nakanishi 5 min

B.

Shelter Status Report

HSA Representative 20 min

Human Service Agency (HSA) Report

- Winter Shelters
- Shelter Vacancy Report-Single Adult & Interfaith
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point

C.

Standard of Care Report

Bernice Casey

III.

PUBLIC COMMENT

DISCUSSION

3 min

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may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

		<i>DISCUSSION/ACTION</i>
IV.	NEW BUSINESS	
A.	Election of Officers	Elizabeth Ancker 10 min
	The Committee will elect a Chair, Vice Chair, and Secretary based on nominations made at the December 14, 2011 meeting.	
	Public Comment will be heard before each proposed action.	
	<i>Proposed Action: Elect Elizabeth Ancker as Committee Chair</i>	
	<i>Proposed Action: Elect Matt Luton as Committee Vice Chair</i>	
	<i>Proposed Action: Elect Ramon Lacayo as Committee Secretary</i>	
B.	Token Discussion	Elizabeth Ancker 10 min
	The Committee will discuss strategies of how to improve token access for clients, including but not limited to asking the San Francisco Municipal Transportation Authority for reduced or free tokens.	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Approve next steps</i>	
C.	Confidentiality Overview	Linda Ross 30 min
	Deputy City Attorney Linda Ross will review confidentiality laws as they apply to the Shelter Monitoring Committee.	
	<i>Explanatory document-March 28, 2007 Statutory Requirements Regarding Confidentiality prepared by Deputy City Attorney Williams Jennifer Williams</i>	
D.	Oshun Transition	Ernestina Carillo
	Assistant Director of Community Behavioral Health Services Ernestina Carillo will discuss the transition of the Oshun Women's Drop-in Center between contracting agencies.	
V.	INFORMATION REQUESTS	<i>DISCUSSION</i>
A.	Staff Report	Bernice Casey 5 min
	The Committee will review the January 2012 staff report.	
	<i>Explanatory document-January 2012 staff report</i>	
B.	Information Requests	Elizabeth Ancker 5 min
	The Committee put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.	
	Adjournment	
	This item requires a motion, a second, and to be carried.	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Approve adjournment</i>	

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Shelter Monitoring Committee

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Page 2 of 3

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

February 15, 2012

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

02-09-12 P03:42 RCV'D

GOVERNMENT
DOCUMENTS DEPT

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Roster:

Chair Elizabeth Ancker
Secretary Ramon Lacayo III
Committee Member Kenneth Dotson
Committee Member Deborah Muise
Committee Member Kandi Patterson
Committee Member Reginald Upshaw

Vice Chair Matt Luton
Committee Member Will Daley
Committee Member Simon Martinez
Committee Member David Nakanishi
Committee Member Maxine Pauson
Committee Member Cindy Ward

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

5/12
CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I. MINUTES

ACTION

5 min

The Committee will review the draft December 14, 2011 Minutes.

Explanatory document- January 18, 2012 Committee Minutes

Public Comment will be heard before the proposed action.

Proposed Action: Approve Minutes.

II. REPORTS

DISCUSSION

Shelter Status Report

HSA Representative 20 min

Human Service Agency (HSA) Report

- Winter Shelters
- Shelter Vacancy Report-Single Adult & Interfaith
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point
- Budget Update

B. Standard of Care Report

Bernice Casey

III. PUBLIC COMMENT

DISCUSSION

3 min

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may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

- | | | |
|------------|---------------------|--------------------------|
| IV. | NEW BUSINESS | DISCUSSION/ACTION |
|------------|---------------------|--------------------------|
- A. **Confidentiality Overview** Linda Ross 30 min
Deputy City Attorney Linda Ross will review confidentiality laws as they apply to the Shelter Monitoring Committee.
Explanatory document-March 28, 2007 Statutory Requirements Regarding Confidentiality prepared by Deputy City Attorney Williams Jennifer Williams
- B. **Updated Polices & Procedures** Elizabeth Ancker 20 min
The Committee will review changes to the Policies & Procedures and make needed changes and edits.
Explanatory document- Version 14 Policies & Procedures
Public Comment will be heard before the proposed action.
Proposed Action: Approve Policies and Procedures
- C. **Quarterly Report** Elizabeth Ancker 30 min
The Committee will review the 2nd Quarterly Report, covering September-December of 2012 and make needed changes and edits.
Explanatory document- 2nd Quarterly Report 2011-2012
Public Comment will be heard before the proposed action.
Proposed Action: Approve Quarterly Report
- D. **Safety Protocols** Elizabeth Ancker 15 min
The Committee will discuss safety protocols in the shelter system.
Public Comment will be heard before the proposed action.
Proposed Action: Approve Next Steps
- | | | |
|-----------|-----------------------------|-------------------|
| V. | INFORMATION REQUESTS | DISCUSSION |
|-----------|-----------------------------|-------------------|
- A. **Staff Report** Bernice Casey 5 min
The Committee will review the February 2012 staff report.
Explanatory document-February 2012 staff report
- B. **Information Requests** Elizabeth Ancker 5 min
The Committee put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.
- Adjournment**
This item requires a motion, a second, and to be carried.
Public Comment will be heard before the proposed action.
Proposed Action: Approve adjournment

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA
SHELTER MONITORING COMMITTEE
March 21, 2012
10:00 AM
City Hall, Room 408
San Francisco, CA 94102

GOVERNMENT
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MAR 16 2012

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Roster:

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Secretary Ramon Lacayo III
Committee Member Kenneth Dotson
Committee Member Deborah Muise
Committee Member Kandi Patterson
Committee Member Reginald Upshaw

Vice Chair Matt Luton
Committee Member Will Daley
Committee Member Simon Martinez
Committee Member David Nakanishi
Committee Member Maxine Pauson
Committee Member Cindy Ward

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

	CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS	<i>ACTION</i>	<i>2 min</i>
I.	MINUTES The Committee will review the draft February 15, 2012 Minutes. <i>Explanatory document- February 15, 2012 Committee Minutes</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Minutes.</i>	<i>David Nakanishi</i>	<i>5 min</i>
II.	REPORTS Department of Public Health Report <ul style="list-style-type: none">• Budget Update• Shelter Policies on Pest and Parasite Determination	<i>David Nakanishi</i>	<i>10 min</i>
A.	Shelter Status Report Human Service Agency (HSA) Report <ul style="list-style-type: none">• Winter Shelters• Shelter Vacancy Report-Single Adult & Interfaith• Shelter Turn Away Report-Family Shelter-Hamilton Emergency• Family Waiting List-Connecting Point• Budget Update Shelter Advocates <ul style="list-style-type: none">• Denial of Service Comparison Report <i>Explanatory documents-vacancy reports, turn-away reports, waiting list, and denial of service reports provided at the time of the meeting by presenters</i>	<i>HSA Representative</i> <i>Shelter Advocates</i>	<i>20 min</i>
C.	Standard of Care Report	Committee Staff	

III.	PUBLIC COMMENT	DISCUSSION	<i>3 min</i>
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IV.	NEW BUSINESS	DISCUSSION/ACTION	
A.	Budget Priorities	Elizabeth Ancker	<i>30 min</i>
	The Committee will discuss different outreach methods to determine budget priorities for shelters, including holding community meetings at sites; requesting information from each shelter director; and/or scheduling presentations by community organizations.		
	Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Approve possible next steps</i>		
V.	OLD BUSINESS	DISCUSSION/ACTION	
A.	Safety Protocols	Elizabeth Ancker	<i>15 min</i>
	The Committee will continue the discussion safety protocols in the shelter system and review any report backs from the casual Information Requests.		
	Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Approve possible next steps</i>		
	<i>Explanatory documents-Human Service Agency's Single Adult Shelter Safety Policy</i>		
B.	Tokens	Elizabeth Ancker	<i>15 min</i>
	The Committee will continue the discussion of token availability.		
VI.	INFORMATION REQUESTS	DISCUSSION	
A.	Staff Report	Committee Staff	<i>5 min</i>
	The Committee will review the March 2012 staff report. The Committee will also discuss the work of the other City committees, boards, and departments that focus on homelessness and identify if some or all of these groups shall present before the Committee.		
	<i>Explanatory document-March 2012 staff report</i>		
B.	Information Requests	Elizabeth Ancker	<i>5 min</i>
	The Committee put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.		
	Adjournment		
	This item requires a motion, a second, and to be carried.		
	Public Comment will be heard before the proposed action.		

Proposed Action: Approve adjournment

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Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

April 18, 2012

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

04-18-12 X00055 SFCVD

GOVERNMENT
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APR 16 2012

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Roster:

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Committee Member Kenneth Dotson
Committee Member Deborah Muise
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Committee Member David Nakanishi
Committee Member Maxine Pauson
Committee Member Cindy Ward

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS		
I.	MINUTES	ACTION
The Committee will review the draft March 21, 2012 Minutes. <i>Explanatory document- March 21, 2012 Committee Minutes</i>		
Public Comment will be heard before the proposed action.		
<i>Proposed Action: Approve Minutes.</i>		
II.	REPORTS	DISCUSSION
A.	Department of Public Health Report	David Nakanishi <i>10 min</i>
	• Budget Update	
B.	Shelter Status Report	HSA Representative <i>20 min</i> Shelter Advocates
	Human Service Agency (HSA) Report	
	• Shelter Vacancy Report	
	• Shelter Turn Away Report-Family Shelter-Hamilton Emergency	
	• Family Waiting List-Connecting Point	
	• Budget Update	
C.	Standard of Care Report	Committee Staff <i>10 min</i>
III.	PUBLIC COMMENT	DISCUSSION <i>3 min</i>
Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to		

a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

		DISCUSSION/ACTION
IV.	NEW BUSINESS	
A.	Shelter Access Workgroup	Elizabeth Ancker 20 min
	The Committee will discuss the information presented at the April 5, 2012 Rules Committee meeting on shelter access and Supervisor Kim's request that a "working group to develop a series of recommendations on how the City can improve access to shelter for all."	
	<i>Explanatory document- Resolution Urging the Director of HOPE to Convene a Shelter Reform Working Group</i>	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Approve possible next steps</i>	
V.	OLD BUSINESS	
A.	Safety Protocols	Elizabeth Ancker 20 min
	The Committee will continue the discussion safety protocols in the shelter system and review any report backs from the casual Information Requests.	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Approve possible next steps</i>	
B.	Tokens	Elizabeth Ancker 20 min
	The Committee will continue the discussion of token availability, specifically client access to tokens after receiving a reservation.	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Approve possible next steps</i>	
C.	Budget Information	Committee Staff 10 min
	Committee staff will discuss their outreach efforts to the community to solicit budget recommendations.	
VI.	INFORMATION REQUESTS	
A.	Staff Report	Committee Staff 5 min
	The Committee will review the April 2012 staff report.	
	<i>Explanatory document-April 2012 staff report</i>	
B.	Information Requests	Elizabeth Ancker 5 min
	The Committee put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.	
	Adjournment	
	This item requires a motion, a second, and to be carried.	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Approve adjournment</i>	

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City and County of San Francisco
Shelter Monitoring Committee

AGENDA
SHELTER MONITORING COMMITTEE
May 16, 2012
10:00 AM
City Hall, Room 408
San Francisco, CA 94102

GOVERNMENT
DOCUMENTS DEPT

MAY 14 2012

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Roster:

Chair Elizabeth Ancker
Secretary Ramon Lacayo III
Committee Member Kenneth Dotson
Committee Member David Nakanishi
Committee Member Maxine Pauson
Committee Member Cindy Ward

Vice Chair Matt Luton
Committee Member Will Daley
Committee Member Deborah Muise
Committee Member Kandi Patterson
Committee Member Reginald Upshaw

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

	CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS		2 min
I.	MINUTES	ACTION	5 min
	The Committee will review the draft April 18, 2012 Minutes. <i>Explanatory document- April 18, 2012 Committee Minutes</i>		
	Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Minutes.</i>		
II.	REPORTS	DISCUSSION	
A.	Shelter Status Report	HSA Representative 20 min Shelter Advocates	
	Human Service Agency (HSA) Report		
	• Shelter Vacancy Report • Shelter Turn Away Report-Family Shelter-Hamilton Emergency • Family Waiting List-Connecting Point • Budget Update		
	Shelter Advocates		
	• Denial of Service Comparison Report <i>Explanatory documents-vacancy reports, turn-away reports, waiting list, and denial of service reports provided at the time of the meeting by presenters</i>		
B.	Standard of Care Report	Committee Staff	10 min
III.	PUBLIC COMMENT	DISCUSSION	3 min
	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the		

Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

IV. NEW BUSINESS		DISCUSSION/ACTION
A.	Quarterly Report-3rd Quarter 2011-2012	Elizabeth Ancker 30 min
	The Committee will review and make any needed changes to the 3 rd Quarter Report, covering January 1 to March 31, 2012. <i>Explanatory document- Draft Quarterly Report</i>	
Public Comment will be heard before the proposed action.		
<i>Proposed Action: Approve possible next steps</i>		
V. OLD BUSINESS		DISCUSSION/ACTION
A.	Safety Protocols	Elizabeth Ancker 20 min
	The Committee will continue the discussion safety protocols in the shelter system and review any report backs from the Human Services Agency. <i>Explanatory document- Human Services Agency's Response to Information Request on Safety Protocols for the shelter system</i>	
Public Comment will be heard before the proposed action.		
<i>Proposed Action: Approve possible next steps</i>		
B.	Tokens	Elizabeth Ancker 20 min
	The Committee will continue the discussion of token availability, specifically client access to tokens after receiving a reservation and review the Information Request Response from the Human Services Agency. The Committee will also consider a focus on appropriate transportation for all clients utilizing the shelter system that may or may not incorporate tokens, discounted passes, and other modes of transport for clients in need. <i>Explanatory document- Human Services Agency's Response to Information Request on Token Availability at CHANGES Locations.</i>	
Public Comment will be heard before the proposed action.		
<i>Proposed Action: Approve possible next steps</i>		
A.	Shelter Access Workgroup	Committee Staff 20 min
	Committee staff will provide an update on the Shelter Access Workgroup and alert the community and Committee of the upcoming meeting schedule.	
VI. INFORMATION REQUESTS		DISCUSSION
A.	Staff Report	Committee Staff 5 min
	The Committee will review the May 2012 staff report. <i>Explanatory document-May 2012 staff report</i>	
B.	Information Requests	Elizabeth Ancker 5 min
	The Committee put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.	

Adjournment

This item requires a motion, a second, and to be carried.

Public Comment will be heard before the proposed action.

Proposed Action: Approve adjournment

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Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

June 20, 2012

10:00 AM

City Hall, Room 408

San Francisco, CA 94102

GOVERNMENT
DOCUMENTS DEPT

Roster:

Chair Elizabeth Ancker

Secretary Ramon Lacayo III

Committee Member Kenneth Dotson

Committee Member David Nakanishi

Committee Member Maxine Pauson

Committee Member Cindy Ward

Vice Chair Matt Luton

Committee Member Will Daley

Committee Member Deborah Muise

Committee Member Kandi Patterson

Committee Member Reginald Upshaw

JUN 13 2012

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I. MINUTES

ACTION

5 min

A. The Committee will review the draft May 16, 2012 Minutes.

Explanatory document- May 16, 2012 Committee Minutes

Public Comment will be heard before the proposed action.

Proposed Action: Approve Minutes.

B. The Committee will review the draft April 18, 2012 Minutes.

Explanatory document- April 18, 2012 Committee Minutes

Public Comment will be heard before the proposed action.

Proposed Action: Approve Minutes.

II. REPORTS

DISCUSSION

A. **Shelter Status Report**

HSA Representative 20 min

Human Service Agency (HSA) Report

- Shelter Vacancy Report
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point

B. **Standard of Care Report**

Committee Staff 10 min

III. PUBLIC COMMENT

DISCUSSION 3 min

Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by **Proposed Action** after the agenda item] on the agenda, members of the public may address the

Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

		DISCUSSION/ACTION
IV.	NEW BUSINESS	
A.	2011-2012 Turn Away Report	Elizabeth Ancker 30 min
	The Committee will review and make any needed changes to the 2011-2012 Turn Away Report.	
	<i>Explanatory document- Draft Turn Away Report</i>	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Approve report</i>	
B.	Budget Request	Elizabeth Ancker 20 min
	The Committee will review a draft budget letter to the Mayor and Board of Supervisors for the 2012-2013 fiscal year.	
	<i>Explanatory document- Draft budget letter</i>	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Approve letter</i>	
V.	OLD BUSINESS	DISCUSSION/ACTION
A.	Quarterly Report-3rd Quarter 2011-2012	Elizabeth Ancker 30 min
	The Committee will review and make any needed changes to the 3 rd Quarter Report, covering January 1 to March 31, 2012.	
	<i>Explanatory document- Draft Quarterly Report</i>	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Approve report</i>	
B.	Transportation	Elizabeth Ancker 20 min
	The Committee will continue the discussion of transportation, specifically client access to tokens after receiving a reservation. The Committee will also consider a focus on appropriate transportation for all clients utilizing the shelter system that may or may not incorporate tokens, discounted passes, and other modes of transport for clients in need.	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Approve possible next steps</i>	
C.	Safety Protocols	Elizabeth Ancker 15 min
	The Committee will discuss holding a special meeting regarding safety protocols in the shelter.	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Approve possible next steps</i>	
D.	Shelter Access Workgroup	Committee Staff 20 min
	Committee staff will provide an update on the Shelter Access Workgroup and alert the community and Committee of the upcoming meeting schedule.	

VI.	INFORMATION REQUESTS	DISCUSSION	
A.	Staff Report	Committee Staff	5 min
	The Committee will review the June 2012 staff report. <i>Explanatory document-June 2012 staff report</i>		
B.	Information Requests	Elizabeth Ancker	5 min
	The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.		

Adjournment

This item requires a motion, a second, and to be carried.

Public Comment will be heard before the proposed action.

Proposed Action: Approve adjournment

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Shelter Monitoring Committee
20JUN12
Page 3 of 4

Phone 415.554.7724

Fax 415.554.7854

E-mail sotf@sfgov.org

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Shelter Monitoring Committee

AGENDA SHELTER MONITORING COMMITTEE

July 18, 2012

10:00 AM

City Hall, Room 408
San Francisco, CA 94102**Roster:***Chair Elizabeth Ancker**Secretary Ramon Lacayo III**Committee Member Kenneth Dotson**Committee Member David Nakanishi**Committee Member Maxine Pauson**Committee Member Cindy Ward**Vice Chair Matt Luton**Committee Member Will Daley**Committee Member Deborah Muise**Committee Member Kandi Patterson**Committee Member Reginald Upshaw*GOVERNMENT
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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I. MINUTES**ACTION**

5 min

A. The Committee will review the draft June 20, 2012 Minutes.

*Explanatory document- June 20, 2012 Committee Minutes***Public Comment will be heard before the proposed action.***Proposed Action: Approve Minutes.***II. REPORTS****DISCUSSION****Shelter Status Report**

HSA Representative 30 min

Shelter Advocates

Human Service Agency (HSA) Report

- Shelter Vacancy Report
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point

Shelter Advocates

- Denial of Service Comparison Report

*Explanatory documents-vacancy reports, turn-away reports, waiting list, and denial of service reports provided at the time of the meeting by presenters***B. Standard of Care Report****Committee Staff**

10 min

III. PUBLIC COMMENT**DISCUSSION**

3 min

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a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

	NEW BUSINESS	DISCUSSION	
A.	Tuberculosis Overview	Sheila Davis-Jackson	<i>20 min</i>
	TOPS Clinic Manager Sheila Davis-Jackson will provide an overview of the work of the Tuberculosis Clinic. Ms. Davis-Jackson will also talk about the utilization of cough alerts in the shelter system.		
V.	OLD BUSINESS	DISCUSSION	
A.	Transportation	Matt Luton	<i>15 min</i>
	The Committee will continue the discussion of transportation, specifically client access to tokens after receiving a reservation.		
B.	Safety Protocols	Matt Luton	<i>15 min</i>
	The Committee review any concerns about safety in the shelters.		
VI.	INFORMATION REQUESTS	DISCUSSION	
A.	Staff Report	Committee Staff	<i>5 min</i>
	The Committee will review the July 2012 staff report. <i>Explanatory document-July 2012 staff report</i>		
B.	Information Requests	Matt Luton	<i>5 min</i>
	The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.		

Adjournment

This item requires a motion, a second, and to be carried.

Public Comment will be heard before the proposed action.

Proposed Action: Approve adjournment

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA SHELTER MONITORING COMMITTEE

August 15, 2012

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

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AUG 10 2012

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Roster:

Chair Elizabeth Ancker	Vice Chair Matt Luton
Secretary Ramon Lacayo III	Committee Member Will Daley
Committee Member Deborah Muise	Committee Member David Nakanishi
Committee Member Kandi Patterson	Committee Member Maxine Pauson
Committee Member Reginald Upshaw	Committee Member Cindy Ward

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

	CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS		2 min
I.	MINUTES	ACTION	5 min
A.	The Committee will review the draft June 20, 2012 Minutes. <i>Explanatory document- June 20, 2012 Committee Minutes</i>		
	Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Approve Minutes.</i>		
II.	REPORTS	DISCUSSION	
A.	Shelter Status Report	HSA Representative	20 min
	Human Service Agency (HSA) Report		
	<ul style="list-style-type: none">• Shelter Vacancy Report• Shelter Turn Away Report-Family Shelter-Hamilton Emergency• Family Waiting List-Connecting Point		
B.	Standard of Care Report	Committee Staff	10 min
III.	PUBLIC COMMENT	DISCUSSION	3 min
	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by Discussion] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.		

	IV. NEW BUSINESS	DISCUSSION/ACTION
A.	CHANGES Presentation An HSA representative will provide an overview of CHANGES, the shelter reservation system. Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Next Steps</i>	HSA Representative 30 min

	V. OLD BUSINESS	DISCUSSION
A.	Shelter Access Workshop The Committee will review the recommendations and information gathered by the Shelter Access Workgroup, specifically those related to transportation. Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Next Steps</i>	Elizabeth Ancker 15 min

	VI. INFORMATION REQUESTS	DISCUSSION
A.	Staff Report The Committee will review the August 2012 staff report. <i>Explanatory document-August 2012 staff report</i>	Committee Staff 5 min
B.	Information Requests The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.	Elizabeth Ancker 5 min

Adjournment

This item requires a motion, a second, and to be carried.

Public Comment will be heard before the proposed action.

Proposed Action: Approve adjournment

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Sunshine Ordinance Task Force
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San Francisco, CA 94102-4689
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E-mail sotf@sfgov.org

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City and County of San Francisco
Shelter Monitoring Committee

AGENDA
SHELTER MONITORING COMMITTEE

September 19, 2012

10:00 AM

City Hall, Room 408

San Francisco, CA 94102

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Roster:

Chair Elizabeth Ancker
Secretary Ramon Lacayo III
Committee Member Deborah Muise
Committee Member Jennie Parrilla
Committee Member Maxine Pauson
Committee Member Cindy Ward

Vice Chair Matt Luton
Committee Member Will Daley
Committee Member David Nakanishi
Committee Member Kandi Patterson
Committee Member Reginald Upshaw

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS			2 min
I.	MINUTES	ACTION	
A.	June 2012 Minutes	Elizabeth Ancker	5 min
The Committee will review the draft June 20, 2012 Minutes. <i>Explanatory document- June 20, 2012 Committee Minutes</i>			
Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Minutes.</i>			
B.	August 2012 Minutes	Elizabeth Ancker	5 min
The Committee will review the draft August 15, 2012 Minutes. <i>Explanatory document- August 15, 2012 Committee Minutes</i>			
Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Minutes.</i>			
II.	REPORTS	DISCUSSION	
A.	Shelter Status Report	HSA Representative	20 min
Human Service Agency (HSA) Report <ul style="list-style-type: none">• Shelter Vacancy Report• Shelter Turn Away Report-Family Shelter-Hamilton Emergency• Family Waiting List-Connecting Point• Information on winter shelter system			
B.	Standard of Care Report	Committee Staff	10 min
III.	PUBLIC COMMENT	DISCUSSION	3 min

Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by **Proposed Action** after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

	OLD BUSINESS	<i>DISCUSSION</i>
A.	Shelter Access Workshop	Elizabeth Ancker 15 min
	The Committee will review the final recommendations of the Shelter Access Workgroup.	
V.	INFORMATION REQUESTS	<i>DISCUSSION</i>
A.	Staff Report	Committee Staff 5 min
	The Committee will review the September 2012 staff report. <i>Explanatory document-September 2012 staff report</i>	
B.	Information Requests	Elizabeth Ancker 5 min
	The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.	
	Adjournment This item requires a motion, a second, and to be carried. Public Comment will be heard before the proposed action. Proposed Action: Approve adjournment	

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

October 17, 2012

10:00 AM

City Hall, Room 408

San Francisco, CA 94102

Roster:

Chair Elizabeth Ancker

Secretary Ramon Lacayo III

Committee Member Deborah Muise

Committee Member Jennie Parrilla

Committee Member Maxine Pauson

Committee Member Cindy Ward

Vice Chair Matt Luton

Committee Member Will Daley

Committee Member David Nakanishi

Committee Member Kandi Patterson

Committee Member Reginald Upshaw

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

7/12 CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

		ACTION	
I.	MINUTES		
A.	September 2012 Minutes	Elizabeth Ancker	5 min

The Committee will review the draft September 19, 2012 Minutes.
Explanatory document- September 19, 2012 Committee Minutes
Public Comment will be heard before the proposed action.
Proposed Action: Approve Minutes.

		DISCUSSION	
II.	REPORTS		
A.	Shelter Status Report	HSA Representative	20 min

Human Service Agency (HSA) Report

- Shelter Vacancy Report
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point
- Information on winter shelter system

B.	Standard of Care Report	Committee Staff	10 min
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		DISCUSSION	
III.	PUBLIC COMMENT		3 min

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may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

IV.	NEW BUSINESS	DISCUSSION	
A.	4th Quarter Report The Committee will review draft 2011-2012 4 th Quarter Report. <i>Explanatory document- 4th Quarter Report</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Report</i>	Elizabeth Ancker	<i>45 min</i>
B.	Transition Planning The Committee will discuss the next term of the Committee, November 23, 2012 to November 23, 2014. Public Comment will be heard before the proposed action. <i>Proposed Action: Next Steps</i>	Elizabeth Ancker	<i>20 min</i>
V.	INFORMATION REQUESTS Staff Report The Committee will review the October 2012 staff report. <i>Explanatory document-October2012 staff report</i>	Committee Staff	<i>5 min</i>
B.	Information Requests The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.	Elizabeth Ancker	<i>5 min</i>
	Adjournment This item requires a motion, a second, and to be carried. Public Comment will be heard before the proposed action. <i>Proposed Action: Approve adjournment</i>		

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Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

November 14, 2012

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

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Roster:

Chair Elizabeth Ancker

Secretary Ramon Lacayo III

Committee Member Deborah Muise

Committee Member Jennie Parrilla

Committee Member Maxine Pauson

Committee Member Cindy Ward

Vice Chair Matt Luton

Committee Member Will Daley

Committee Member David Nakanishi

Committee Member Kandi Patterson

Committee Member Reginald Upshaw

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

I.	MINUTES	<i>ACTION</i>	
A.	October 2012 Minutes	Elizabeth Ancker	5 min
The Committee will review the draft October 17, 2012 Minutes.			
<i>Explanatory document- October 17, 2012 Committee Minutes</i>			
Public Comment will be heard before the proposed action.			
<i>Proposed Action: Approve Minutes.</i>			

II.	REPORTS	<i>DISCUSSION</i>	
A.	Shelter Status Report	HSA Representative	20 min

Human Service Agency (HSA) Report

- Shelter Vacancy Report
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point
- Information on winter shelter system

B.	Standard of Care Report	Committee Staff	10 min
III.	PUBLIC COMMENT	<i>DISCUSSION</i>	3 min

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may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

	OLD BUSINESS	DISCUSSION/ACTION
A.	Transition Planning	Elizabeth Ancker 20 min
	The Committee will discuss the next term of the Committee, November 23, 2012 to November 23, 2014.	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Next Steps</i>	
	NEW BUSINESS	DISCUSSION/ACTION
A.	Policy Priorities	Elizabeth Ancker 45 min
	The Committee will review draft policy priorities to be incorporated into the 1 st Quarter 2012-2013 report and the SOC report, both to be discussed at the December 20, 2012 meeting.	
	<i>Explanatory document- policy priorities</i>	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Approve priorities</i>	
	INFORMATION REQUESTS	DISCUSSION
A.	Staff Report	Committee Staff 5 min
	The Committee will review the October 2012 staff report.	
	<i>Explanatory document-October 2012 staff report</i>	
B.	Information Requests	Elizabeth Ancker 5 min
	The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.	
	Adjournment	
	This item requires a motion, a second, and to be carried.	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Approve adjournment</i>	

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Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

December 19, 2012

10:00 AM

City Hall, Room 408

San Francisco, CA 94102

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Roster:

Committee Member Will Daley
 Committee Member Nicholas Kimura
 Committee Member Andrew Mendes
 Committee Member Kandi Patterson
 Committee Member Cindy Ward

Committee Member Julia D'Antonia
 Committee Member Isaac Langford
 Committee Member Jennie Parrilla
 Committee Member Reginald Upshaw

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS			2 min
I.	TEMPORARY PRESIDING OFFICER	ACTION	2 min
There are currently no seated Officers for the Shelter Monitoring Committee. Based on the bylaws, at the beginning of the meeting, the Committee shall elect one of the Members to act as Presiding Officer.			
<i>Explanatory document- bylaws of the Shelter Monitoring Committee</i>			
Public Comment will be heard before the proposed action.			
<i>Proposed Action: Approve Presiding Officer</i>			
MINUTES			ACTION
A.	November 2012 Minutes	Temporary Presiding Officer	5 min
The Committee will review the draft November 14, 2012 Minutes.			
<i>Explanatory document- November 14, 2012 Committee Minutes</i>			
Public Comment will be heard before the proposed action.			
<i>Proposed Action: Approve Minutes</i>			
REPORTS			DISCUSSION
A.	Shelter Status Report	HSA Representative	20 min
Shelter Advocates			
Human Service Agency (HSA) Report			
<ul style="list-style-type: none"> • Shelter Vacancy Report • Shelter Turn Away Report-Family Shelter-Hamilton Emergency • Family Waiting List-Connecting Point • Information on winter shelter system 			
Shelter Advocates			
<ul style="list-style-type: none"> • July-September Denial of Services Report 			

B.	Standard of Care Report	Committee Staff	<i>10 min</i>
IV.	PUBLIC COMMENT	DISCUSSION	<i>3 min</i>
	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by Discussion] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.		
V.	OLD BUSINESS	DISCUSSION/ACTION	
A.	Transition Planning	Temporary Presiding Officer	<i>20 min</i>
	The Committee will discuss the next term of the Committee, November 23, 2012 to November 23, 2014.		
	Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Next Steps</i>		
VI.	NEW BUSINESS	DISCUSSION/ACTION	
A.	2013 Calendar	Temporary Presiding Officer	<i>15 min</i>
	The Committee will review the 2013 Meeting Calendar to set the meeting dates for 2013; discuss retreat dates; and 2012-2013 Turn Away report.		
	<i>Explanatory document- 2013 Calendar</i>		
	Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Approve 2013 Calendar</i>		
B.	Election of Committee Officers	Temporary Presiding Officer	<i>15 min</i>
	This item serves a notice that there will be Officer elections at the January 16, 2013 Committee meeting.		
	<i>Explanatory document- Officer Descriptions</i>		
C.	LGBT Advisory Committee	Nadia Babella	<i>45 min</i>
	Members of the LGBT Advisory Committee to the San Francisco Human Rights Commission have been looking at the issues faced by LGBT people in the city shelter system. Ms. Babella will present some ideas on how to improve the experience and safety for LGBT community members.		
VII.	INFORMATION REQUESTS	DISCUSSION	
A.	Staff Report	Committee Staff	<i>5 min</i>
	The Committee will review the December 2012 staff report.		
	<i>Explanatory document-December 2012 staff report</i>		
B.	Information Requests	Temporary Presiding Officer	<i>5 min</i>

The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.

Adjournment

This item requires a motion, a second, and to be carried.

Public Comment will be heard before the proposed action.

Proposed Action: Approve adjournment

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

January 16, 2012

10:00 AM

City Hall, Room 408

San Francisco, CA 94102

Roster:

Committee Member Will Daley
Committee Member Julia D'Antonio
Committee Member Isaac Langford
Committee Member Jennie Parrilla
Committee Member Matthew Steen
Committee Member Caroline Woo

Committee Member Caroline Caselli
Committee Member Nicholas Kimura
Committee Member Andrew Mendes
Committee Member Jesus Medellin
Committee Member Cindy Ward

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I. TEMPORARY PRESIDING OFFICER

ACTION

2 min

There are currently no seated Officers for the Shelter Monitoring Committee. Based on the bylaws, at the beginning of the meeting, the Committee shall elect one of the Members to act as Presiding Officer.

Explanatory document- bylaws of the Shelter Monitoring Committee

Public Comment will be heard before the proposed action.

Proposed Action: Approve Presiding Officer

II. MINUTES

ACTION

A. December 2012 Minutes

Temporary Presiding Officer

5 min

The Committee will review the draft December 19, 2012 Minutes.

Explanatory document- December 19, 2012 Committee Minutes

Public Comment will be heard before the proposed action.

Proposed Action: Approve Minutes.

III. REPORTS

DISCUSSION

A. Shelter Status Report

HSA Representative

20 min

Human Service Agency (HSA) Report

- Shelter Vacancy Report
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point
- Information on winter shelter system

B. Standard of Care Report

Committee Staff

10 min

IV.	PUBLIC COMMENT	DISCUSSION	3 min
Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by Discussion] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.			
V.	OLD BUSINESS	DISCUSSION/ACTION	
A. LGBT Advisory Cmte Policy Recommendations Nadia Babella 10 min			
Members of the LGBT Advisory Committee to the San Francisco Human Rights Commission have been looking at the issues faced by LGBT people in the city shelter system. Ms. Babella will present policy recommendations on how to improve the experience and safety for LGBT community members. <i>Explanatory document- policy recommendations</i>			
Public Comment will be heard before the proposed action.			
Proposed Action: <i>Approve recommendations</i>			
VI.	NEW BUSINESS	DISCUSSION/ACTION	
A. 2011-2012 SOC Report Temporary Presiding Officer 30 min			
The Committee will review the 2011-2012 SOC Report and make changes & edits as needed. <i>Explanatory document- 2011-2012 SOC Report</i>			
Public Comment will be heard before the proposed action.			
Proposed Action: <i>Approve report</i>			
B. Election of Committee Officers Temporary Presiding Officer 30 min			
The Committee will ask all Committee Members who wish to serve in the position of Chair, Vice Chair or Secretary, to announce their desire to fill the position and to briefly explain why they feel they are qualified to serve. For a Member to be elected as an Officer, there must be seven votes by the Committee. Members are not allowed to vote more than one time for each vote. <i>Explanatory document- Officer Descriptions and Office Duty Memo</i>			
Public Comment will be heard before the proposed action.			
Proposed Action: <i>Approve Chair</i>			
Public Comment will be heard before the proposed action.			
Proposed Action: <i>Approve Vice Chair</i>			
Public Comment will be heard before the proposed action.			
Proposed Action: <i>Approve Secretary</i>			
VII.	INFORMATION REQUESTS	DISCUSSION	
A. Staff Report Committee Staff 5 min			
The Committee will review the January 2013 staff report. There report will also include sample site inspection reports. <i>Explanatory document-January 2013 staff report and site inspection reports</i>			

B. Information Requests Temporary Presiding Officer 5 min

The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.

Adjournment

This item requires a motion, a second, and to be carried.

Public Comment will be heard before the proposed action.

Proposed Action: Approve adjournment

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Sunshine Ordinance Task Force
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San Francisco, CA 94102-4689
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Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

February 20, 2013

10:00 AM

City Hall, Room 408

San Francisco, CA 94102

02-07-13 10:00 AM

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Roster:

Chair Nicholas Kimura
 Committee Member Caroline Caselli
 Committee Member Keith Dennis
 Committee Member Jesus Medellin
 Committee Member Matthew Steen
 Committee Member Caroline Woo

Secretary Andrew Mendes
 Committee Member Julia D'Antonio
 Committee Member Isaac Langford
 Committee Member Charles Morimoto
 Committee Member Cindy Ward

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

2/20/13
CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I.	MINUTES	ACTION	
A.	January 2013 Minutes	Chair Kimura	5 min

The Committee will review the draft January 16, 2013 Minutes.
Explanatory document- January 16, 2013 Committee Minutes
Public Comment will be heard before the proposed action.
Proposed Action: Approve Minutes.

II.	REPORTS	DISCUSSION	
A.	Mayor's HOPE Office	Bevan Dufty	10 min

Bevan Dufty, Director of HOPE, Housing Opportunity, Partnerships and Engagement, will provide an update from his office.

B.	Shelter Status Report Human Service Agency (HSA) Report	Chair Kimura	10 min
	<ul style="list-style-type: none"> • Shelter Vacancy Report • Shelter Turn Away Report-Family Shelter-Hamilton Emergency • Family Waiting List-Connecting Point 		

C.	Standard of Care Report	Committee Staff	10 min
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III.	PUBLIC COMMENT	DISCUSSION	3 min
	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to		

a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

IV.	OLD BUSINESS	DISCUSSION/ACTION
A.	Transition Planning	Chair Kimura <i>20 min</i>
	The Committee will discuss the next term of the Committee, November 23, 2012 to November 23, 2014, including setting up a retreat and setting up a Sub-Committee to discuss policy priorities.	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Next Steps</i>	
V.	INFORMATION REQUESTS	DISCUSSION
A.	Staff Report	Committee Staff <i>5 min</i>
	The Committee will review the February 2013 staff report.	
	<i>Explanatory document-February 2013 staff report</i>	
B.	Information Requests	Chair Kimura <i>5 min</i>
	The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.	
	Adjournment	
	This item requires a motion, a second, and to be carried.	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Approve adjournment</i>	

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Shelter Monitoring Committee

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Page 2 of 3

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Shelter Monitoring Committee

DRAFT AGENDA SHELTER MONITORING COMMITTEE

March 20, 2013

10:00 AM

City Hall, Room 408
San Francisco, CA 94102**Roster:**

*Chair Nicholas Kimura
Committee Member Caroline Caselli
Committee Member Keith Dennis
Committee Member Jesus Medellin
Committee Member Matthew Steen
Committee Member Caroline Woo*

*Secretary Andrew Mendes
Committee Member Julia D'Antonio
Committee Member Isaac Langford
Committee Member Charles Morimoto
Committee Member Cindy Ward*

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

201/3

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

		<i>ACTION</i>	
I.	MINUTES		
A.	February 2013 Minutes	Chair Kimura	5 min
	The Committee will review the draft February 16, 2013 Minutes. <i>Explanatory document- February 16, 2013 Committee Minutes</i>		
	Public Comment will be heard before the proposed action.		
	Proposed Action: Approve Minutes.		
II.	REPORTS	DISCUSSION	
A.	Mayor's HOPE Office	Bevan Dufty	10 min
	Bevan Dufty, Director of HOPE, Housing Opportunity, Partnerships and Engagement, will provide an update from his office.		
B.	Shelter Status Report Human Service Agency (HSA) Report	Cindy Ward	10 min
	• Shelter Vacancy Report • Shelter Turn Away Report-Family Shelter-Hamilton Emergency • Family Waiting List-Connecting Point		
C.	Standard of Care Report	Committee Staff	10 min

	<i>DISCUSSION</i>	
III.	PUBLIC COMMENT	3 min

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a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

IV.	OLD BUSINESS	DISCUSSION/ACTION	
A.	Vice Chair Election	Chair Kimura	<i>20 min</i>
	The Committee will ask all Committee Members who wish to serve in the position of Vice Chair to announce their desire to fill the position and to briefly explain why they feel they are qualified to serve. For a Member to be elected as an Officer, there must be seven votes by the Committee. Members are not allowed to vote more than one time for each a Vice Chair candidate. <i>Explanatory document- Officer Descriptions and Office Duty Memo</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Vice Chair</i>		
B.	April Retreat	Chair Kimura	<i>10 min</i>
	The Committee will review the draft agenda for the April 24, 2013 Committee retreat and make needed changes or edits. <i>Explanatory document- draft April 2013 agenda</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve agenda</i>		
C.	Policy Sub-Committee	Caroline Caselli	<i>5 min</i>
	Committee Member Caselli will review the Policy Sub-Committee calendar.		
V.	INFORMATION REQUESTS	DISCUSSION	
A.	Staff Report	Committee Staff	<i>5 min</i>
	The Committee will review the March 2013 staff report. <i>Explanatory document-March 2013 staff report</i>		
B.	Information Requests	Chair Kimura	<i>5 min</i>
	The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.		
	Adjournment This item requires a motion, a second, and to be carried. Public Comment will be heard before the proposed action. <i>Proposed Action: Approve adjournment</i>		

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE RETREAT

April 24, 2013

4:00 PM

San Francisco Main Library, Latino Room B
100 Larkin Street, San Francisco, CA 94102

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Roster:

Chair Nicholas Kimura
Committee Member Caroline Caselli
Committee Member Jesus Medellin
Committee Member Matthew Steen
Committee Member Caroline Woo

Vice Chair Keith Dennis
Committee Member Julia D'Antonio
Committee Member Charles Morimoto
Committee Member Cindy Ward

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124 / 13 PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS			2 min
I.	INTRODUCTIONS	DISCUSSION	
A.	Committee Members & Public	Chair Kimura	15 min
	Current Committee Members will introduce themselves followed by former Committee Members, and members of the public.		
II.	COMMITTEE SCOPE	DISCUSSION	
A.	Legislation	Chair Kimura	15 min
	The Committee will review the legislation that created the Committee, the Standards of Care and the Information Request components. <i>Explanatory document-Legislation memo and Committee legislation</i>		
B.	Site Visits	Chair Kimura	15 min
	The Committee will review the site visit process and the numbers of visits required per year and discuss how to ensure the best Committee coverage. <i>Explanatory document-Site visit memo</i>		
C.	Standard of Care	Committee Staff	15 min
	The Committee will review the client complaint process and the Department of Public Health investigation process. <i>Explanatory document-SOC memo and methodology</i>		
III.	PUBLIC COMMENT	DISCUSSION	3 min
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a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

IV.	NEW BUSINESS	DISCUSSION/ACTION
A.	Policy Sub Committee The Committee Policy Sub Committee Chair will review the policy recommendations from the sub-committee. <i>Explanatory document- draft policy recommendations</i> Public Comment will be heard before the proposed action. Proposed Action: Approve recommendations	Caroline Caselli 60 min

Adjournment

This item requires a motion, a second, and to be carried.

Public Comment will be heard before the proposed action.

Proposed Action: Approve adjournment

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Chris Rustom, Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
Shelter Monitoring Committee Retreat
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City and County of San Francisco

Shelter Monitoring Committee

AGENDA SHELTER MONITORING COMMITTEE

May 15, 2013

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

05-13-13 A08:31 REV0

Roster:

Chair Nicholas Kimura
Committee Member Caroline Caselli
Committee Member Raija Freeman
Committee Member Charles Morimoto
Committee Member Matthew Steen
Committee Member Caroline Woo

Vice Chair Keith Dennis
Committee Member Julia D'Antonio
Committee Member Jesus Medellin
Committee Member Deborah Muise
Committee Member Cindy Ward

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS			2 min
I.	MINUTES	ACTION	
A.	March 2013 Minutes	Chair Kimura	5 min
The Committee will review the draft March 20, 2013 Minutes. <i>Explanatory document- March 20, 2013 Committee Minutes</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Minutes.</i>			
B.	April 2013 Retreat Minutes	Chair Kimura	5 min
The Committee will review the draft retreat April 24, 2013 Minutes. <i>Explanatory document- April 24, 2013 Committee Minutes</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Minutes.</i>			
II.	REPORTS	DISCUSSION	
A.	Mayor's HOPE Office	Bevan Duffy	10 min
Bevan Duffy, Director of HOPE, Housing Opportunity, Partnerships and Engagement, will provide an update from his office.			
B.	Shelter Status Report	Cindy Ward	10 min
Human Service Agency (HSA) Report <ul style="list-style-type: none">• Shelter Vacancy Report• Shelter Turn Away Report-Family Shelter-Hamilton Emergency• Family Waiting List-Connecting Point• Budget Update			

C.	Department of Public Health	Charles Morimoto	<i>5 min</i>
	• Budget Update		
D.	Standard of Care Report	Committee Staff	<i>10 min</i>
III.	PUBLIC COMMENT	DISCUSSION	<i>3 min</i>
	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by Discussion] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.		
IV.	OLD BUSINESS	DISCUSSION/ACTION	
A.	Policy Recommendations	Caroline Caselli	<i>20 min</i>
	The Committee will review the policy recommendations from the Shelter Monitoring Committee April Retreat and the Policy Subcommittee. <i>Explanatory document- Policy Recommendations</i>		
	Public Comment will be heard before the proposed action.		
	Proposed Action: Approve recommendations		
V.	NEW BUSINESS	DISCUSSION	
A.	Confidentiality Overview	Sherri Kaiser	<i>15 min</i>
	Deputy City Attorney Sherri Kaiser will review the confidentiality guidelines with the Committee when conducting site visits, investigations and taking complaints from clients.		
B.	Quarterly Report	Chair Kimura	
	The Committee will review the 1 st & 2 nd Quarter Report of the Shelter Monitoring Committee. <i>Explanatory document- Quarterly Report</i>		
C.	Legislative Subcommittee	Chair Kimura	
	Chair Kimura will review his ideas of creating a subcommittee to make changes to the Standard of Care legislation.		
V.	INFORMATION REQUESTS	DISCUSSION	
A.	Staff Report	Committee Staff	<i>5 min</i>
	The Committee will review the May 2013 staff report. <i>Explanatory document-May 2013 staff report</i>		
B.	Information Requests	Chair Kimura	<i>5 min</i>
	The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.		

Adjournment

This item requires a motion, a second, and to be carried.

Public Comment will be heard before the proposed action.***Proposed Action: Approve adjournment***

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Administrator

Sunshine Ordinance Task Force

City Hall, Room 244

1 Dr. Carlton B. Goodlett Place

San Francisco, CA 94102-4689

Phone 415.554.7724

Fax 415.554.7854

E-mail softf@sfgov.org

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA
SHELTER MONITORING COMMITTEE
June 19, 2013
10:00 AM
City Hall, Room 408
San Francisco, CA 94102

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Roster:

Chair Nicholas Kimura
Committee Member Caroline Caselli
Committee Member Rajja Freeman
Committee Member Charles Morimoto
Committee Member Matthew Steen
Committee Member Caroline Woo

Vice Chair Keith Dennis
Committee Member Julia D'Antonio
Committee Member Jesus Medellin
Committee Member Deborah Muise
Committee Member Cindy Ward

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

9/13

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

- I. MINUTES** *ACTION* 2 min
A. May 2013 Minutes Chair Kimura 5 min
The Committee will review the draft May 15, 2013 Minutes.
Explanatory document- May 15, 2013 Committee Minutes
Public Comment will be heard before the proposed action.
Proposed Action: Approve Minutes.

- II. REPORTS** *DISCUSSION* 10 min
A. Mayor's HOPE Office Bevan Dufty 10 min
Bevan Dufty, Director of HOPE, Housing Opportunity, Partnerships and Engagement, will provide an update from his office.

- B. Shelter Status Report** Cindy Ward 10 min
Human Service Agency (HSA) Report
• Shelter Vacancy Report
• Shelter Turn Away Report-Family Shelter-Hamilton Emergency
• Family Waiting List-Connecting Point
• Budget Update

- C. Department of Public Health** Charles Morimoto 5 min
• Budget Update

- D. Standard of Care Report** Committee Staff 10 min

- III. PUBLIC COMMENT** *DISCUSSION* 3 min

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	INFORMATION REQUESTS	DISCUSSION	
A.	Staff Report	Committee Staff	<i>5 min</i>
	The Committee will review the June 2013 staff report. <i>Explanatory document-June 2013 staff report</i>		
B.	Information Requests	Chair Kimura	<i>5 min</i>
	The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency. The Committee will also review the response from past Information Requests.		
V.	NEW BUSINESS	DISCUSSION	
A.	Budget Letter	Chair Kimura	<i>15 min</i>
	The Committee will review the draft 2013-2014 budget letter to the Board of Supervisors and Mayor Lee. <i>Explanatory document- draft budget letter</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve letter.</i>		
B.	Family Shelter Wait list	Chair Kimura	<i>15 min</i>
	The Committee will review draft letter to HSA regarding the family shelter wait list. <i>Explanatory document- draft letter</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve letter.</i>		
VI.	OLD BUSINESS	DISCUSSION/ACTION	
A.	1st & 2nd Quarter Report	Chair Kimura	<i>20 min</i>
	The Committee will review draft quarter report and made needed edits & changes. <i>Explanatory document- 1st & 2nd Quarter Report</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve report</i>		
C.	Legislative Subcommittee	Vice Chair Dennis	<i>10 min</i>
	Vice Chair Dennis will review the discussions of the SOC legislative subcommittee.		

Adjournment

This item requires a motion, a second, and to be carried.

Public Comment will be heard before the proposed action.

Proposed Action: Approve adjournment

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Shelter Monitoring Committee

19JUN13

Page 3 of 3



City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

July 17, 2013

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

07-05-13PA1129 RCV0

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Roster:

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Committee Member Caroline Caselli
Committee Member Raija Freeman
Committee Member Charles Morimoto
Committee Member Matthew Steen
Committee Member Caroline Woo

Vice Chair Keith Dennis
Committee Member Julia D'Antonio
Committee Member Jesus Medellin
Committee Member Deborah Muise
Committee Member Cindy Ward

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

- | | | | |
|-----------|--------------------------|---------------------|--------------|
| I. | MINUTES | ACTION | |
| A. | June 2013 Minutes | Chair Kimura | 5 min |
- The Committee will review the draft June 19, 2013 Minutes.
Explanatory document- June 19, 2013 Committee Minutes
Public Comment will be heard before the proposed action.
Proposed Action: Approve Minutes.

- | | | | |
|------------|----------------------------|--------------------|---------------|
| II. | REPORTS | DISCUSSION | |
| A. | Mayor's HOPE Office | Bevan Dufty | 10 min |
- Bevan Dufty, Director of HOPE, Housing Opportunity, Partnerships and Engagement, will provide an update from his office.

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| B. | Shelter Status Report | Cindy Ward | 10 min |
|-----------|------------------------------|-------------------|---------------|
- Human Service Agency (HSA) Report**
- Shelter Vacancy Report
 - Shelter Turn Away Report-Family Shelter-Hamilton Emergency
 - Family Waiting List-Connecting Point

- | | | | |
|-----------|--------------------------------|------------------------|---------------|
| C. | Standard of Care Report | Committee Staff | 10 min |
|-----------|--------------------------------|------------------------|---------------|

- | | | | |
|-------------|-----------------------|-------------------|--------------|
| III. | PUBLIC COMMENT | DISCUSSION | 3 min |
|-------------|-----------------------|-------------------|--------------|
- Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by **Proposed Action** after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to

a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

	OLD BUSINESS	DISCUSSION/ACTION	
A.	Legislative Subcommittee Vice Chair Dennis will review the discussions of the SOC legislative subcommittee.	Vice Chair Dennis	<i>10 min</i>
B.	Family Shelter Wait list The Committee will review draft letter to HSA regarding the family shelter wait list. <i>Explanatory document- draft letter</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve letter.</i>	Chair Kimura	<i>15 min</i>
V.	NEW BUSINESS	DISCUSSION	
A.	Election of Secretary The Committee will ask all Committee Members who wish to serve in the position of Secretary, to announce their desire to fill the position and to briefly explain why they feel they are qualified to serve. For a Member to be elected as an Officer, there must be seven votes by the Committee. Members are not allowed to vote more than one time for each vote. <i>Explanatory document- Officer Descriptions and Office Duty Memo</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Secretary</i>	Chair Kimura	<i>15 min</i>
B.	Family Shelter Wait list The Committee will review draft letter to HSA regarding the family shelter wait list. <i>Explanatory document- draft letter</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve letter.</i>	Chair Kimura	<i>15 min</i>
C.	2012-2013 Turn Away Report The Committee will review the draft report and make suggestions for changes. The Committee will vote on the report at its August 21, 2013 meeting.	Chair Kimura	<i>20 min</i>
IV.	INFORMATION REQUESTS	DISCUSSION	
A.	Information Requests The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency. The Committee will also review the response from past Information Requests.	Chair Kimura	<i>5 min</i>
	Adjournment This item requires a motion, a second, and to be carried. Public Comment will be heard before the proposed action. <i>Proposed Action: Approve adjournment</i>		

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Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

August 21, 2013

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

08-16-13 08:27 PM

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Roster:

Chair Nicholas Kimura

Committee Member Caroline Caselli
Committee Member Rajia Freeman
Committee Member Charles Morimoto
Committee Member Matthew Steen
Committee Member Caroline Woo

Vice Chair Keith Dennis

Committee Member Julia D'Antonio
Committee Member Jesus Medellin
Committee Member Deborah Muise
Committee Member Cindy Ward

AUG 16 2013

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS			2 min
I.	MINUTES	<i>ACTION</i>	
A.	July 2013 Minutes	Chair Kimura	5 min
The Committee will review the draft July 17, 2013 Minutes. <i>Explanatory document- July 17, 2013 Committee Minutes</i>			
Public Comment will be heard before the proposed action.			
<i>Proposed Action: Approve Minutes.</i>			
II.	REPORTS	<i>DISCUSSION</i>	
A.	Mayor's HOPE Office	Bevan Dufty	10 min
Bevan Dufty, Director of HOPE, Housing Opportunity, Partnerships and Engagement, will provide an update from his office.			
B.	Shelter Status Report Human Service Agency (HSA) Report	Cindy Ward	10 min
<ul style="list-style-type: none"> • Shelter Vacancy Report • Shelter Turn Away Report-Family Shelter-Hamilton Emergency • Family Waiting List-Connecting Point 			
C.	Standard of Care Report	Committee Staff	10 min
III.	PUBLIC COMMENT	<i>DISCUSSION</i>	3 min
Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to			

a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

- | | | |
|------------|---------------------|--------------------------|
| IV. | OLD BUSINESS | DISCUSSION/ACTION |
|------------|---------------------|--------------------------|
- A. **Legislative Subcommittee** Vice Chair Dennis 10 min
Vice Chair Dennis will review the discussions of the SOC legislative subcommittee.
- B. **Family Shelter Wait list** Chair Kimura 15 min
The Committee will review draft letter to HSA regarding the family shelter wait list.
Explanatory document- draft letter
Public Comment will be heard before the proposed action.
Proposed Action: Approve letter.
- C. **Election of Secretary** Chair Kimura 15 min
The Committee will ask all Committee Members who wish to serve in the position of Secretary, to announce their desire to fill the position and to briefly explain why they feel they are qualified to serve. For a Member to be elected as an Officer, there must be seven votes by the Committee. Members are not allowed to vote more than one time for each vote.
Explanatory document- Officer Descriptions and Office Duty Memo
Public Comment will be heard before the proposed action.
Proposed Action: Approve Secretary
- D. **2012-2013 Turn Away Report** Chair Kimura 20 min
The Committee will review the draft report and make edits or changes as needed.
Explanatory document- draft report
Public Comment will be heard before the proposed action.
Proposed Action: Approve report
- | | | |
|-----------|---------------------|--------------------------|
| V. | NEW BUSINESS | DISCUSSION/ACTION |
|-----------|---------------------|--------------------------|
- A. **3rd & 4th Quarter Report for 2012-2013** Chair Kimura 20 min
The Committee will review the draft report and make changes or edits as needed.
Explanatory document- draft report
Public Comment will be heard before the proposed action.
Proposed Action: Approve report
- B. **United Council's Shelter Proposal** Chair Kimura 15 min
The Committee will discuss the shelter being proposed in the Bayview.
Public Comment will be heard before the proposed action.
Proposed Action: Approve next steps
- C. **Policies and Procedures** Chair Kimura 15 min
The Committee will review the updated Policies and Procedures and make any needed changes.
Explanatory document- Policies and Procedures

Public Comment will be heard before the proposed action.

Proposed Action: Approve policies and procedures

VI.	INFORMATION REQUESTS	<i>DISCUSSION</i>	
A.	Staff Report Committee staff will review the August 2013 Report. <i>Explanatory document- August 2013 Staff Report</i>	Committee Staff	<i>5 min</i>
B.	Information Requests The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency. The Committee will also review the response from past Information Requests.	Chair Kimura	<i>5 min</i>

Adjournment

This item requires a motion, a second, and to be carried.

Public Comment will be heard before the proposed action.

Proposed Action: Approve adjournment

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September 18, 2013

Shelter Monitoring Committee - September 18, 2013

AGENDA SHELTER MONITORING COMMITTEE

September 18, 2013

10:00 AM

City Hall, Room 408

San Francisco, CA 94102

Roster:

Chair Nicholas Kimura
Vice Chair Keith Dennis
Committee Member Caroline Caselli
Committee Member Julia D'Antonio
Committee Member Raija Freeman
Committee Member Jesus Medellin
Committee Member Charles Morimoto
Committee Member Deborah Muise
Committee Member Matthew Steen
Committee Member Cindy Ward
Committee Member Caroline Woo

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

I. MINUTES ACTION

A. August 2013 Minutes Chair Kimura 5 min

The Committee will review the draft August 21, 2013 Minutes.

Explanatory document- August 21, 2013 Committee Minutes

Public Comment will be heard before the proposed action.

Proposed Action: Approve Minutes.

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II. REPORTS DISCUSSION

A. Mayor's HOPE Office Bevan Dufty 10 min

Bevan Dufty, Director of HOPE, Housing Opportunity, Partnerships and Engagement, will provide an update from his office.

B. Shelter Status Report Cindy Ward 10 min

Human Service Agency (HSA) Report

- Shelter Vacancy Report
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point

C. Standard of Care Report Committee Staff 10 min**III. PUBLIC COMMENT DISCUSSION 3 min**

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IV. OLD BUSINESS DISCUSSION/ACTION**A. Legislative Subcommittee Vice Chair Dennis 10 min**

Vice Chair Dennis will review the discussions of the SOC legislative subcommittee.

B. Family Shelter Wait list Chair Kimura 15 min

The Committee will review draft letter to HSA regarding the family shelter wait list.

Explanatory document- draft letter

Public Comment will be heard before the proposed action.

Proposed Action: Approve letter.

C. United Council's Shelter Proposal Chair Kimura 15 min

The Committee will discuss the shelter being proposed in the Bayview.

Public Comment will be heard before the proposed action.

Proposed Action: Approve next steps

V. INFORMATION REQUESTS DISCUSSION**A. Information Requests Chair Kimura 5 min**

The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency. The Committee will also review the response from past Information Requests.

Adjournment

This item requires a motion, a second, and to be carried.

Public Comment will be heard before the proposed action.

Proposed Action: Approve adjournment

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Administrator

Sunshine Ordinance Task Force

City Hall, Room 244

1 Dr. Carlton B. Goodlett Place

San Francisco, CA 94102-4689

Phone 415.554.7724

Fax 415.554.7854

E-mail sotf@sfgov.org

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City and County of San Francisco

Shelter Monitoring Committee

GOVERNMENT
DOCUMENTS DEPT

OCT 11 2013

AGENDA
SHELTER MONITORING COMMITTEE
October 16, 2013
10:00 AM
City Hall, Room 408
San Francisco, CA 94102

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10-11-13PIL:as, mdc

Roster:

Chair Nicholas Kimura	Vice Chair Keith Dennis
Committee Member Caroline Caselli	Committee Member Julia D'Antonio
Committee Member Raija Freeman	Committee Member Jesus Medellin
Committee Member Charles Morimoto	Committee Member Deborah Muise
Committee Member Matthew Steen	Committee Member Cindy Ward
Committee Member Amanda Reichmuth	

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS			2 min
I.	MINUTES	ACTION	
A.	August 2013 Minutes	Chair Kimura	5 min
	The Committee will review the draft August 21, 2013 Minutes. <i>Explanatory document- September 18, 2013 Committee Minutes</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Minutes.</i>		
B.	September 2013 Minutes	Chair Kimura	5 min
	The Committee will review the draft September 18, 2013 Minutes. <i>Explanatory document- September 18, 2013 Committee Minutes</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Minutes.</i>		
REPORTS			DISCUSSION
II.	Mayor's HOPE Office	Bevan Dufty	10 min
A.	Bevan Dufty, Director of HOPE, Housing Opportunity, Partnerships and Engagement, will provide an update from his office.		
B.	Shelter Status Report Human Service Agency (HSA) Report	Cindy Ward	10 min
	<ul style="list-style-type: none">• Shelter Vacancy Report• Shelter Turn Away Report-Family Shelter-Hamilton Emergency• Family Waiting List-Connecting Point• Winter Shelter for Single Adults and Families		

C.	Standard of Care Report	Committee Staff	<i>10 min</i>
III.	PUBLIC COMMENT	DISCUSSION	<i>3 min</i>
	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by Discussion] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.		
IV.	OLD BUSINESS	DISCUSSION	
A.	Family Shelter Wait list	Chair Kimura	<i>15 min</i>
	The Committee will review draft letter to HSA regarding the family shelter wait list. <i>Explanatory document- draft letter</i>		
	Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Approve letter.</i>		
B.	United Council's Shelter Letter	Chair Kimura	<i>15 min</i>
	The Committee will review draft letter supporting the proposed Bayview shelter. Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Approve next steps</i>		
V.	NEW BUSINESS	DISCUSSION/ACTION	
A.	2014 Calendar	Chair Kimura	<i>15 min</i>
	The Committee will review the draft 2014 Calendar and make any needed changes or edits. <i>Explanatory document- 2014 Calendar</i>		
	Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Approve calendar</i>		
B.	Security Guards at Shelters	Chair Kimura	<i>30 min</i>
	The Committee will discuss concerns and complaints that they have received regarding security guards at the shelter, specifically growing complaints from female clients that they are being searched by male guards. The security guards are not under the scope of the individual sites but the Human Services Agency. Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Approve next steps</i>		
VI.	INFORMATION REQUESTS	DISCUSSION	
A.	Information Requests	Chair Kimura	<i>5 min</i>
	The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency. The Committee will also review the response from past Information Requests.		

Adjournment

This item requires a motion, a second, and to be carried.

Public Comment will be heard before the proposed action.

Proposed Action: Approve adjournment

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Shelter Monitoring Committee

16OCT13

Page 3 of 3

City and County of San Francisco

Shelter Monitoring Committee



AGENDA
SHELTER MONITORING COMMITTEE
November 20, 2013
10:00 AM
City Hall, Room 408
San Francisco, CA 94102

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Roster:

<i>Chair Nicholas Kimura</i>	<i>Vice Chair Keith Dennis</i>
<i>Committee Member Caroline Caselli</i>	<i>Committee Member Julia D'Antonio</i>
<i>Committee Member Rajja Freeman</i>	<i>Committee Member Jesus Medellin</i>
<i>Committee Member Charles Morimoto</i>	<i>Committee Member Deborah Muise</i>
<i>Committee Member Matthew Steen</i>	<i>Committee Member Cindy Ward</i>
<i>Committee Member Amanda Reichmuth</i>	<i>Committee Member Liz Pocock</i>

/20/13
PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I.	MINUTES	ACTION	
A.	August 2013 Minutes The Committee will review the draft August 21, 2013 Minutes. <i>Explanatory document- August 21, 2013 Committee Minutes</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Minutes.</i>	Chair Kimura	<i>5 min</i>
B.	September 2013 Minutes The Committee will review the draft September 18, 2013 Minutes. <i>Explanatory document- September 18, 2013 Committee Minutes</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Minutes</i>	Chair Kimura	<i>5 min</i>
C.	October 2013 Minutes The Committee will review the draft October 16, 2013 Minutes. <i>Explanatory document- October 16, 2013 Committee Minutes</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Minutes</i>	Chair Kimura	<i>5 min</i>
II.	REPORTS	DISCUSSION	
A.	Mayor's HOPE Office Bevan Dufty, Director of HOPE, Housing Opportunity, Partnerships and Engagement, will provide an update from his office.	Bevan Dufty	<i>10 min</i>
B.	Shelter Status Report Human Service Agency (HSA) Report	Cindy Ward	<i>10 min</i>

- Shelter Vacancy Report
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point
- Winter Shelter for Single Adults and Families

C. Standard of Care Report **Committee Staff** **10 min**

III. PUBLIC COMMENT **DISCUSSION** **3 min**

Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by **Proposed Action** after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

IV. OLD BUSINESS **DISCUSSION**

A. Family Shelter Waiting List Letter **Chair Kimura** **15 min**

The Committee will review draft letter to the Mayor regarding the family shelter waiting list.

Explanatory document- draft letter

Public Comment will be heard before the proposed action.

Proposed Action: *Approve letter.*

V. NEW BUSINESS

A. United Council's Shelter Letter **Chair Kimura** **15 min**

The Committee will review the draft letter supporting the proposed Bayview shelter.

Explanatory document- draft letter

Public Comment will be heard before the proposed action.

Proposed Action: *Approve letter*

B. Shelter Access Workgroup **Chair Kimura** **5 min**

The Committee will discuss our participation in the Shelter Access Workgroup and reviewing utilization rates of shelter beds in conjunction with HOPE.

Public Comment will be heard before the proposed action.

Proposed Action: *Approve next steps*

VI. INFORMATION REQUESTS **DISCUSSION**
A. Information Requests **Chair Kimura** **5 min**

The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency. The Committee will also review the response from past Information Requests.

Adjournment

This item requires a motion, a second, and to be carried.

Public Comment will be heard before the proposed action.

Proposed Action: Approve adjournment

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

December 18, 2013

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

12/18/13 8:49 AM

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Roster:

Chair Nicholas Kimura
Committee Member Caroline Caselli
Committee Member Raija Freeman
Committee Member Charles Morimoto
Committee Member Matthew Steen
Committee Member Amanda Reichmuth

Vice Chair Keith Dennis
Committee Member Julia D'Antonio
Committee Member Jesus Medellin
Committee Member Deborah Muise
Committee Member Cindy Ward
Committee Member Liz Pocock

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS			2 min
I.	MINUTES	ACTION	
A.	November 2013 Minutes	Chair Kimura	5 min
	The Committee will review the draft November 20, 2013 Minutes. <i>Explanatory document- November 20, 2013 Committee Minutes</i>		
	Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Approve Minutes.</i>		
REPORTS			DISCUSSION
A.	Mayor's HOPE Office	Bevan Dufty	10 min
	Bevan Dufty, Director of HOPE, Housing Opportunity, Partnerships and Engagement, will provide an update from his office.		
B.	Shelter Status Report	Cindy Ward	10 min
	Human Service Agency (HSA) Report		
	• Shelter Vacancy Report		
	• Shelter Turn Away Report-Family Shelter-Hamilton Emergency		
	• Family Waiting List-Connecting Point		
	• Winter Shelter for Single Adults and Families		
C.	Standard of Care Report	Committee Staff	10 min
PUBLIC COMMENT			DISCUSSION
III.			3 min
	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the		

Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

		<i>DISCUSSION/ACTION</i>
IV.	NEW BUSINESS	
A.	2014 Calendar	Chair Kimura <i>5 min</i>
	The Committee will review the draft 2014 Calendar and make any needed changes or edits.	
	<i>Explanatory document- 2014 Calendar</i>	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Approve calendar</i>	
B.	Bayview Shelter Letter	Chair Kimura <i>10 min</i>
	The Committee will review the draft letter regarding the Bayview Shelter.	
	<i>Explanatory Document - draft letter</i>	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Approve letter</i>	
V.	INFORMATION REQUESTS	<i>DISCUSSION</i>
A.	Information Requests	Chair Kimura <i>5 min</i>
	The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency. The Committee will also review the response from past Information Requests.	
	Adjournment	
	This item requires a motion, a second, and to be carried.	
	Public Comment will be heard before the proposed action.	
	<i>Proposed Action: Approve adjournment</i>	

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January 15, 2014

Shelter Monitoring Committee - January 15, 2014

AGENDA

SHELTER MONITORING COMMITTEE

January 15, 2014

10:00 AM

City Hall, Room 408

San Francisco, CA 94102

Roster:

Chair Nicholas Kimura	Vice Chair Keith Dennis
Committee Member Caroline Caselli	Committee Member Julia D'Antonio
Committee Member Raija Freeman	Committee Member Jesus Medellin
Committee Member Charles Morimoto	Committee Member Deborah Muise
Committee Member Liz Pocock	Committee Member Amanda Reichmuth
Committee Member Matthew Steen	Committee Member Cindy Ward

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS		2 min
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I. MINUTES	ACTION
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A. December 2013 Minutes	Chair Kimura 5 min
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The Committee will review the draft December 18, 2013 Minutes.

Explanatory document- December 18, 2013 Committee Minutes

Public Comment will be heard before the proposed action.

Proposed Action: Approve Minutes.

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MAY 20 2014

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II. REPORTS	DISCUSSION
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A. Mayor's HOPE Office	Bevan Duffy 10 min
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Bevan Duffy, Director of HOPE, Housing Opportunity, Partnerships and Engagement, will provide an update from his office.

B. Shelter Status Report	Cindy Ward 10 min
--------------------------	-------------------

Human Service Agency (HSA) Report

- Shelter Vacancy Report
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point
- Winter Shelter for Single Adults and Families

C. Standard of Care Report	Committee Staff 10 min
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III. PUBLIC COMMENT**DISCUSSION**

3 min

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IV. NEW BUSINESS**DISCUSSION/ACTION****A. Election of Officers**

Chair Kimura

The Committee will ask all Committee Members who wish to serve in the position of Chair, Vice Chair or Secretary, to announce their desire to fill the position and to briefly explain why they feel they are qualified to serve. For a Member to be elected as an Officer, there must be seven votes by the Committee. Members are not allowed to vote more than one time for each vote.

Explanatory document- Officer Descriptions and Office Duty Memo

Public Comment will be heard before the proposed action.

Proposed Action: Approve Chair

Public Comment will be heard before the proposed action.

Proposed Action: Approve Vice Chair

Public Comment will be heard before the proposed action.

Proposed Action: Approve Secretary

V. INFORMATION REQUESTS**DISCUSSION****A. Information Requests**

Chair Kimura 5 min

The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency. The Committee will also review the response from past Information Requests.

B. Staff Report

Committee Staff 10 min

Committee staff will review the January 2014 staff report.

Adjournment

This item requires a motion, a second, and to be carried.

Public Comment will be heard before the proposed action.

Proposed Action: Approve adjournment

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Administrator

Sunshine Ordinance Task Force

City Hall, Room 244

1 Dr. Carlton B. Goodlett Place

San Francisco, CA 94102-4689

Phone 415.554.7724

Fax 415.554.7854

E-mail sotf@sfgov.org

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

February 19, 2014

10:00 AM

City Hall, Room 408

San Francisco, CA 94102

DOCUMENTS DRAFTED
SAN FRANCISCO MUNICIPAL GOVERNMENT

FEB 18 2014

Roster:

Chair Nicholas Kimura

Vice Chair Keith Dennis

Committee Member Caroline Caselli

Committee Member Julia D'Antonio

Committee Member Raija Freeman

Committee Member Jesus Medellin

Committee Member Charles Morimoto

Committee Member Deborah Muise

Committee Member Liz Pocock

Committee Member Amanda Reichmuth

Committee Member Matthew Steen

Committee Member Cindy Ward

9/14

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS			2 min
I.	MINUTES	ACTION	
A.	January 2014 Minutes	Chair Kimura	5 min
The Committee will review the draft January 15, 2014 Minutes.			
<i>Explanatory document- January Committee Minutes</i>			
Public Comment will be heard before the proposed action.			
<i>Proposed Action: Approve Minutes.</i>			
REPORTS			DISCUSSION
A.	Mayor's HOPE Office	Amanda Fried	20 min
Amanda Kahn Fried, Deputy Director for Policy with Housing Opportunity, Partnerships and Engagement, will provide an overview of the 311 Shelter Reservation Waitlist system.			
B.	Standard of Care Report	Committee Staff	10 min
PUBLIC COMMENT			DISCUSSION
III.	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by Discussion] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.		

IV. INFORMATION REQUESTS		DISCUSSION	
A.	Information Requests	Chair Kimura	<i>5 min</i>
	The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency.		
B.	Staff Report	Committee Staff	<i>10 min</i>
	Committee staff will review the February 2014 staff report.		
V.	NEW BUSINESS	DISCUSSION	
A.	TOPS Presentation	Sheila Davis-Jackson	<i>20 min</i>
	Tuberculosis Outreach Prevention & Services (TOPS) Clinic Manager Ms. Davis-Jackson will review the cough alert policy in the shelters.		
B.	Every Day Connect	Emily Cohen	<i>20 min</i>
	Project Homeless Connect Director of Programs Ms. Cohen will provide an overview of the services available at Every Day Connect.		

Adjournment

This item requires a motion, a second, and to be carried.

Public Comment will be heard before the proposed action.

Proposed Action: Approve adjournment

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

March 19, 2014

10:00 AM

City Hall, Room 408

San Francisco, CA 94102

GOVERNMENT
DOCUMENTS DEPT

Roster:

Chair Nicholas Kimura
Committee Member Julia D'Antonio
Committee Member Jesus Medellin
Committee Member Deborah Muise
Committee Member Amanda Reichmuth
Committee Member Cindy Ward

Vice Chair Keith Dennis
Committee Member Raija Freeman
Committee Member Charles Morimoto
Committee Member Liz Pocock
Committee Member Matthew Steen

MAR 14 2014

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS			2 min
I.	MINUTES	ACTION	
A.	February 2014 Minutes	Chair Kimura	5 min
	The Committee will review the draft February 19, 2014 Minutes. <i>Explanatory document- February Committee Minutes</i>		
	Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Minutes.</i>		
II.	REPORTS	DISCUSSION	
A.	Mayor's HOPE Office	Bevan Dufty	10 min
	Bevan Dufty, Director of HOPE, Housing Opportunity, Partnerships and Engagement, will provide an update from his office.		
B.	Shelter Status Report	Cindy Ward	10 min
	Human Service Agency (HSA) Report		
	• Shelter Vacancy Report		
	• Shelter Turn Away Report-Family Shelter-Hamilton Emergency		
	• Family Waiting List-Connecting Point		
	• Final Report on Winter Shelter for Single Adults and Families		
C.	Standard of Care Report	Committee Staff	10 min
III.	PUBLIC COMMENT	DISCUSSION	3 min
	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the		

Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

		DISCUSSION/ACTION
IV.	NEW BUSINESS	
A.	Coordinated Assessment	Megan Owens 20 min
	Local Homeless Coordinating Board Policy Analyst Megan Owens will provide an update on the Coordinated Assessment/Coordinated Entry Implementation process.	
B.	Human Rights Commission	Mullahne Ahern 20 min
	Human Rights Commission (HRC) Director of Discrimination Investigations & Mediations will discuss the complaint process for the HRC for clients in shelter whose complaints allege discrimination based on a protected class.	
C.	311 Reservation System	Chair Kimura 20 min
	The Committee will review the first month of the 311 Reservations Systems.	
D.	Interfaith Council	Chair Kimura 5 min
	The Committee will review letters to the Interfaith Council applauding their cooperation with the winter shelters. <i>Explanatory document- letter to Interfaith Council</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve letter</i>	
V.	INFORMATION REQUESTS	DISCUSSION
A.	Information Requests	Chair Kimura 5 min
	The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency. The Committee will review previous Information Requests responses.	
B.	Staff Report	Committee Staff 10 min
	Committee staff will review the March 2014 staff report.	
	Adjournment This item requires a motion, a second, and to be carried. Public Comment will be heard before the proposed action. <i>Proposed Action: Approve adjournment</i>	

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

April 16, 2014

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

04-11-14P03:39 RCV0

GOVERNMENT
DOCUMENTS DEPT

Roster:

Chair Nicholas Kimura
Committee Member Kendra Amick
Committee Member Raija Freeman
Committee Member Charles Morimoto
Committee Member Liz Pocock
Committee Member Matthew Steen

Vice Chair Keith Dennis
Committee Member Julia D'Antonio
Committee Member Silah Medellin
Committee Member Deborah Muise
Committee Member Amanda Reichmuth
Committee Member Cindy Ward

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I. TEMPORARY PRESIDING OFFICER

ACTION

2 min

Both Officers for the Shelter Monitoring Committee are excused for the April 2014 meeting. Based on the bylaws, at the beginning of the meeting, the Committee shall elect one of the Members to act as Presiding Officer.

Explanatory document- bylaws of the Shelter Monitoring Committee

Public Comment will be heard before the proposed action.

Proposed Action: Approve Presiding Officer

ACTION

Presiding Officer 5 min

II. MINUTES

A. March 2013 Minutes

The Committee shall review the draft March Minutes and make any necessary changes.

Explanatory document-draft Minutes

Public Comment will be heard before the proposed action.

Proposed Action: Approve Minutes

DISCUSSION

Bevan Dufty

10 min

III. REPORTS

A. Mayor's HOPE Office

Bevan Dufty, Director of HOPE, Housing Opportunity, Partnerships and Engagement, will provide an update from his office.

Cindy Ward

10 min

B. Shelter Status Report

Human Service Agency (HSA) Report

- Shelter Vacancy Report
- Shelter Turn Away Report-Family Shelter-Hamilton Emergency
- Family Waiting List-Connecting Point

C.	Standard of Care Report	Committee Staff	<i>10 min</i>
IV.	PUBLIC COMMENT	DISCUSSION	<i>3 min</i>
	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by Discussion] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.		
V.	NEW BUSINESS	DISCUSSION/ACTION	
A.	2012-2013 SOC Annual Report	Presiding Officer	<i>30 min</i>
	The Committee shall review and make necessary changes or edits to the SOC report. <i>Explanatory document- draft SOC Report</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve report</i>		
B.	1st & 2nd Quarter Report	Presiding Officer	<i>30 min</i>
	The Committee shall review and make necessary changes or edits to the SOC report. <i>Explanatory document- draft report</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve report</i>		
VI.	INFORMATION REQUESTS	DISCUSSION	
A.	Information Requests	Chair Kimura	<i>5 min</i>
	The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency. The Committee will review previous Information Requests responses.		
B.	Staff Report	Committee Staff	<i>10 min</i>
	Committee staff will review the April 2014 staff report.		
	Adjournment This item requires a motion, a second, and to be carried. Public Comment will be heard before the proposed action. <i>Proposed Action: Approve adjournment</i>		

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Shelter Monitoring Committee

16APR14

Page 2 of 3

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

May 21, 2014

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

Roster:

Chair Nicholas Kimura
Committee Member Kendra Amick
Committee Member Raija Freeman
Committee Member Silah Medellin
Committee Member Deborah Muise
Committee Member Amanda Reichmuth
Committee Member Cindy Ward

Vice Chair Keith Dennis
Committee Member Julia D'Antonio
Committee Member Michael Kirkland
Committee Member Charles Morimoto
Committee Member Liz Pocock
Committee Member Matthew Steen

GOVERNMENT
DOCUMENTS DEPT

MAY 19 2014

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

- I. MINUTES ACTION
A. April 2013 Minutes Chair Kimura 5 min
The Committee shall review the draft April Minutes and make any necessary changes.
Explanatory document-draft Minutes
Public Comment will be heard before the proposed action.
Proposed Action: Approve Minutes

- II. REPORTS DISCUSSION
A. Mayor's HOPE Office Bevan Dufty 10 min
Bevan Dufty, Director of HOPE, Housing Opportunity, Partnerships and Engagement, will provide an update from his office.

- B. Shelter Status Report Cindy Ward 10 min
Human Service Agency (HSA) Report
• Shelter Vacancy Report
• Shelter Turn Away Report-Family Shelter-Hamilton Emergency
• Family Waiting List-Connecting Point

- C. Standard of Care Report Committee Staff 10 min

- III. PUBLIC COMMENT DISCUSSION 3 min
Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action

after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

		DISCUSSION/ACTION
IV.	NEW BUSINESS	
A.	2013-2014 Budget Letter	Chair Kimura <i>30 min</i>
	The Committee shall review and make necessary changes or edits to the draft budget letter. <i>Explanatory document- draft letter</i>	
	Public Comment will be heard before the proposed action.	
	Proposed Action: <i>Approve letter</i>	
V.	INFORMATION REQUESTS	DISCUSSION
A.	Information Requests	Chair Kimura <i>5 min</i>
	The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency. The Committee will review previous Information Requests responses.	
B.	Staff Report	Committee Staff <i>10 min</i>
	Committee staff will review the May 2014 staff report.	

Adjournment

This item requires a motion, a second, and to be carried.

Public Comment will be heard before the proposed action.

Proposed Action: *Approve adjournment*

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

June 18, 2014

10:00 AM

City Hall, Room 408

San Francisco, CA 94102

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JUN 16 2014

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Roster:

Chair Nicholas Kimura

Committee Member Kendra Amick

Committee Member Michael Kirkland

Committee Member Charles Morimoto

Committee Member Liz Pocock

Committee Member Matthew Steen

Committee Member Julia D'Antonio

Committee Member Silah Medellin

Committee Member Deborah Muise

Committee Member Amanda Reichmuth

Committee Member Cindy Ward

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

I.	MINUTES	ACTION	
A.	May 2013 Minutes	Chair Kimura	5 min
The Committee shall review the draft April Minutes and make any necessary changes.			
<i>Explanatory document-draft Minutes</i>			
Public Comment will be heard before the proposed action.			
<i>Proposed Action: Approve Minutes</i>			
II.	REPORTS	DISCUSSION	
A.	Mayor's HOPE Office	Bevan Duffy	10 min
Bevan Duffy, Director of HOPE, Housing Opportunity, Partnerships and Engagement, will provide an update from his office.			
B.	Shelter Status Report Human Service Agency (HSA) Report	Cindy Ward	10 min
<ul style="list-style-type: none">• Shelter Vacancy Report• Shelter Turn Away Report-Family Shelter-Hamilton Emergency• Family Waiting List-Connecting Point			
C.	Standard of Care Report	Committee Staff	10 min
D.	Shelter Program	MSC South	15 min
Management from MSC South will provide an overview of their program and services provided.			

III.	PUBLIC COMMENT	DISCUSSION	3 min
Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to three minutes at the time such item is called. With respect to a discussion item [denoted by Discussion] on the agenda, members of the public may address the Committee for up to two minute at the time such item is called. Members of the public may only speak once per agenda item.			
IV.	NEW BUSINESS	DISCUSSION/ACTION	
A. Treatment Access Program Lou Prochilo 20 min Lou Prochilo, Assistant Coordinator for the Treatment Access Program (TAP), will provide a brief overview of services TAP offers.			
B. Confidentiality Overview Sherri Kaiser 20 min Deputy City Attorney Sherri Kaiser will provide the Committee an overview of federal, state and local confidentiality laws and how they relate to the work of the Committee.			
C. Election of Officers Chair Kimura 20 min The Committee will ask all Committee Members who wish to serve in the position of Chair, Vice Chair or Secretary, to announce their desire to fill the position and to briefly explain why they feel they are qualified to serve. For a Member to be elected as an Officer, there must be seven votes by the Committee. Members are not allowed to vote more than one time for each vote. <i>Explanatory document- Officer Descriptions and Office Duty Memo</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Chair</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Vice Chair</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Secretary</i>			
V.	OLD BUSINESS		
A. Policy Subcommittee Chair Kimura 20 min The Committee will review the recommendations and findings of the Policy Subcommittee. <i>Explanatory document- Policy Subcommittee Recommendations</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Recommendations</i>			
VI.	INFORMATION REQUESTS	DISCUSSION	
A. Information Requests Chair Kimura 5 min The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency			

or contracted agency. The Committee will review previous Information Requests responses.

B. Staff Report **Committee Staff** *10 min*
Committee staff will review the June 2014 staff report.

Adjournment

This item requires a motion, a second, and to be carried.

Public Comment will be heard before the proposed action.

Proposed Action: Approve adjournment

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Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689
Phone 415.554.7724
Fax 415.554.7754
E-mail soft@sfgov.org

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Shelter Monitoring Committee

18JUN14

Page 3 of 4

Lobbyist Registration and Reporting Requirements

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

July 16, 2014

10:00 AM

City Hall, Room 408

San Francisco, CA 94102

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Roster:

Chair Nicholas Kimura

Committee Member Kendra Amick

Committee Member Michael Kirkland

Committee Member Charles Morimoto

Committee Member Liz Pocock

Committee Member Matthew Steen

Committee Member Julia D'Antonio

Committee Member Silah Medellin

Committee Member Deborah Muise

Committee Member Amanda Reichmuth

Committee Member Cindy Ward

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

I.	MINUTES	ACTION	
A.	June 2013 Minutes	Chair Kimura	<i>5 min</i>
The Committee shall review the draft April Minutes and make any necessary changes.			
<i>Explanatory document-draft Minutes</i>			
Public Comment will be heard before the proposed action.			
<i>Proposed Action: Approve Minutes</i>			
II.	REPORTS	DISCUSSION	
A.	Mayor's HOPE Office	Bevan Duffy	<i>10 min</i>
Bevan Duffy, Director of HOPE, Housing Opportunity, Partnerships and Engagement, will provide an update from his office.			
B.	Shelter Status Report	Cindy Ward	<i>10 min</i>
Human Service Agency (HSA) Report			
• Shelter Vacancy Report			
• Shelter Turn Away Report-Family Shelter-Hamilton Emergency			
• Family Waiting List-Connecting Point			
C.	Standard of Care Report	Committee Staff	<i>10 min</i>
D.	Shelter Program	MSC South	<i>15 min</i>
Management from Episcopal Community Services will provide an overview of their program and services provided.			

III.	PUBLIC COMMENT	DISCUSSION	<i>3 min</i>
	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to three minutes at the time such item is called. With respect to a discussion item [denoted by Discussion] on the agenda, members of the public may address the Committee for up to two minute at the time such item is called. Members of the public may only speak once per agenda item.		
IV.	NEW BUSINESS	DISCUSSION/ACTION	
A.	Sunshine Overview	David Pilpel	<i>20 min</i>
	David Pilpel, Chair of the Education, Training & Outreach Committee, for the Sunshine Task Ordinance Task Force, will provide an overview of the Sunshine Ordinance to the Committee.		
V.	INFORMATION REQUESTS	DISCUSSION	
A.	Information Requests	Chair Kimura	<i>5 min</i>
	The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency. The Committee will review previous Information Requests responses.		
B.	Staff Report	Committee Staff	<i>10 min</i>
	Committee staff will review the July 2014 staff report.		

Adjournment

This item requires a motion, a second, and to be carried.

Public Comment will be heard before the proposed action.

Proposed Action: Approve adjournment

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City and County of San Francisco

Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

August 20, 2014

10:00 AM

City Hall, Room 408

San Francisco, CA 94102

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Roster:

Chair Nicholas Kimura

Committee Member Kendra Amick

Committee Member Michael Kirkland

Committee Member Charles Morimoto

Committee Member Liz Pocock

Committee Member Matthew Steen

Committee Member Julia D'Antonio

Committee Member Silah Medellin

Committee Member Deborah Muise

Committee Member Amanda Reichmuth

Committee Member Cindy Ward

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS 2 min

I. MINUTES		<i>ACTION</i>	
A.	July 2014 Minutes	Chair Kimura	<i>5 min</i>
The Committee shall review the draft July Minutes and make any necessary changes.			
<i>Explanatory document-draft Minutes</i>			
Public Comment will be heard before the proposed action.			
<i>Proposed Action: Approve Minutes</i>			
II. REPORTS		<i>DISCUSSION</i>	
A.	Mayor's HOPE Office	Bevan Dufty	<i>10 min</i>
Bevan Dufty, Director of HOPE, Housing Opportunity, Partnerships and Engagement, will provide an update from his office.			
B.	Shelter Status Report	Cindy Ward	<i>10 min</i>
Human Service Agency (HSA) Report			
• Shelter Vacancy Report			
• Shelter Turn Away Report-Family Shelter-Hamilton Emergency			
• Family Waiting List-Connecting Point			
C.	Standard of Care Report	Committee Staff	<i>10 min</i>
D.	Shelter Program	Hospitality House	<i>15 min</i>
Management from Central City Hospitality House will provide an overview of their program and services provided.			

III. PUBLIC COMMENT **DISCUSSION** **3 min**
Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by **Proposed Action** after the agenda item] on the agenda, members of the public may address the Committee for up to three minutes at the time such item is called. With respect to a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to two minute at the time such item is called. Members of the public may only speak once per agenda item.

IV. INFORMATION REQUESTS **DISCUSSION** **Chair Kimura 5 min**
A. Information Requests
The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency. The Committee will review previous Information Requests responses.

B. Staff Report **Committee Staff 10 min**
Committee staff will review the August 2014 staff report.

Adjournment

This item requires a motion, a second, and to be carried.

Public Comment will be heard before the proposed action.

Proposed Action: Approve adjournment

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Shelter Monitoring Committee

20AUG14

Page 2 of 3

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Francisco Shelter Monitoring Committee

AGENDA SHELTER MONITORING COMMITTEE September 17, 2014 10:00 AM City Hall, Room 408 San Francisco, CA 94102

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Roster:

Chair Nicholas Kimura

Committee Member Kendra Amick

Committee Member Charles Morimoto

Committee Member Liz Pocock

Committee Member Matthew Steen

Committee Member Michael Kirkland

Committee Member Deborah Muise

Committee Member Amanda Reichmuth

Committee Member Cindy Ward

PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS

2 min

		ACTION	
I.	MINUTES		
A.	July 2014 Minutes	Chair Kimura	5 min
	The Committee shall review the draft July Minutes and make any necessary changes.		
	<i>Explanatory document-draft Minutes</i>		
	Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Approve Minutes</i>		
II.	REPORTS	DISCUSSION	
A.	Mayor's HOPE Office	Bevan Dufty	10 min
	Bevan Dufty, Director of HOPE, Housing Opportunity, Partnerships and Engagement, will provide an update from his office.		
B.	Shelter Status Report	Cindy Ward	10 min
	Human Service Agency (HSA) Report		
	• Shelter Vacancy Report		
	• Shelter Turn Away Report-Family Shelter-Hamilton Emergency		
	• Family Waiting List-Connecting Point		
III.	PUBLIC COMMENT	DISCUSSION	3 min
	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the Committee for up to three minutes at the time such item is called. With respect to a discussion item [denoted by Discussion] on the agenda, members of the		

tee for up to two minute at the time such item is
may only speak once per agenda item.

IV. INFORMATION REQUESTS**A. Information Requests**

The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency. The Committee will review previous Information Requests responses.

DISCUSSION**Chair Kimura***5 min***B. Staff Report****Committee Staff***10 min*

Committee staff will review the September 2014 staff report.

Adjournment

This item requires a motion, a second, and to be carried.

Public Comment will be heard before the proposed action.

Proposed Action: Approve adjournment

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Administrator

Shelter Monitoring Committee
17SEP14
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Francisco Shelter Monitoring Committee

AGENDA SHELTER MONITORING COMMITTEE

October 15, 2014

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

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Roster:

Chair Nicholas Kimura

Committee Member Kendra Amick

Committee Member Amanda Reichmuth

Committee Member Charles Morimoto

Committee Member Matthew Steen

Committee Member Michael Kirkland

Committee Member Liz Pocock

Committee Member Deborah Muise

Committee Member Cindy Ward

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS			2 min
I.	MINUTES	ACTION	
A.	September 2014 Minutes	Chair Kimura	5 min
	The Committee will review the draft September 17, 2014 Minutes.		
	<i>Explanatory document- September 17, 2014 Committee Minutes</i>		
	Public Comment will be heard before the proposed action.		
	<i>Proposed Action: Approve Minutes.</i>		
REPORTS			DISCUSSION
A.	Mayor's HOPE Office	Bevan Dufty	10 min
	Bevan Dufty, Director of HOPE, Housing Opportunity, Partnerships and Engagement, will provide an update from his office.		
B.	Shelter Status Report	Cindy Ward	10 min
	Human Service Agency (HSA) Report		
	• Shelter Vacancy Report		
	• Shelter Turn Away Report-Family Shelter-Hamilton Emergency		
	• Family Waiting List-Connecting Point		
	• Winter Shelter for Single Adults and Families		
C.	Standard of Care Report	Committee Staff	10 min
III.	PUBLIC COMMENT	DISCUSSION	3 min
	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action after the agenda item] on the agenda, members of the public may address the		



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tes at the time such item is called. With respect to [the] Discussion] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

IV. NEW BUSINESS

DISCUSSION

A. San Francisco Community Agencies Responding to Disaster Brian Whitlow 30

140

Brian Whitlow will provide an overview SF CARD.

V. INFORMATION REQUESTS

DISCUSSION

A. INFORMATION REQUESTS

Information Requests

The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency. The Committee will also review the response from past Information Requests

B. Staff Report

Committee Staff

10 min

Committee staff will review the October 2014 staff report.

Adjournment

Adjournment
This item requires a motion, a second, and to be carried.

Public Comment will be heard before the proposed action

**Public Comment will be heard before a
Proposed Action: Approve adjournment**

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Shelter Monitoring Committee

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THROUGH:**

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City and County of San Francisco
Shelter Monitoring Committee

AGENDA

SHELTER MONITORING COMMITTEE

November 19, 2014

10:00 AM

City Hall, Room 408

San Francisco, CA 94102

Roster:

Chair Nicholas Kimura

Committee Member Kendra Amick

Committee Member Amanda Reichmuth

Committee Member Charles Morimoto

Committee Member Matthew Steen

Committee Member Michael Kirkland

Committee Member Liz Pocock

Committee Member Deborah Muise

Committee Member Cindy Ward

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PUBLIC COMMENTS WILL BE TAKEN FOR EACH AGENDA ITEM AS INDICATED.

CALL TO ORDER/ROLL CALL/AGENDA ADJUSTMENTS			2 min
I.	MINUTES	ACTION	
A.	October 2014 Minutes	Chair Kimura	5 min
The Committee will review the draft October, 2014 Minutes. <i>Explanatory document- October, 2014 Committee Minutes</i>			
Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Minutes.</i>			
II.	REPORTS	DISCUSSION	
A.	Mayor's HOPE Office	Bevan Duffy	10 min
	Bevan Duffy, Director of HOPE, Housing Opportunity, Partnerships and Engagement, will provide an update from his office.		
B.	Shelter Status Report Human Service Agency (HSA) Report	Cindy Ward	10 min
	• Shelter Vacancy Report • Shelter Turn Away Report-Family Shelter-Hamilton Emergency • Family Waiting List-Connecting Point • Winter Shelter for Single Adults and Families		
C.	Standard of Care Report	Committee Staff	10 min
	Committee staff will review the November, 2014, Standard of Care report.		
III.	PUBLIC COMMENT	DISCUSSION	3 min
	Members of the public may address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee for up to three minutes. With respect to an action item [denoted by Proposed Action		

after the agenda item] on the agenda, members of the public may address the Committee for up to two minutes at the time such item is called. With respect to a discussion item [denoted by **Discussion**] on the agenda, members of the public may address the Committee for up to one minute at the time such item is called. Members of the public may only speak once per agenda item.

IV.	NEW BUSINESS	DISCUSSION	
A.	Quarterly Report The Committee will review the Quarterly Report. <i>Explanatory document- Draft Quarterly Report</i> Public Comment will be heard before the proposed action. <i>Proposed Action: Approve Quarterly Report</i>	Chair Kimura	15 min
V.	INFORMATION REQUESTS	DISCUSSION	
A.	Information Requests The Committee will put forward any items discussed during the meeting requiring an Information Request from a City & County of San Francisco agency or contracted agency. The Committee will also review the response from past Information Requests	Chair Kimura	5 min
B.	Staff Report Committee staff will review the November, 2014, staff report.	Committee Staff	10 min
	Adjournment This item requires a motion, a second, and to be carried. Public Comment will be heard before the proposed action. <i>Proposed Action: Approve adjournment</i>		

To obtain copies of the agenda, minutes, or any explanatory documents, please contact Jeff Simbe at 415.255.3653 or jeff.simbe@sfdph.org 72 hours before the meeting.

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The nearest BART station is Civic Center Plaza at the intersection of Market, Grove, and Hyde Streets. The MUNI Metro lines are the F, J, K, L, M, and N (Civic Center Station or Van Ness Avenue Station). MUNI bus lines serving the area are the 47 Van Ness, 9 San Bruno, and the 6, 7, 71 Haight/Noriega. Accessible curbside parking is available on Oak and Hickory Streets.

The ringing of and use of cell phones, pagers, and similar sound producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager or other similar sound-producing electronic devices.

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Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. **FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE, OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE THROUGH:**

Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689
Phone 415.554.7724
Fax 415.554.7854
E-mail sotf@sfgov.org

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library, and on the City's website at WWW.SFGOV.ORG

Lobbyist Registration and Reporting Requirements

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City and County of San Francisco
Shelter Monitoring Committee

**NOTICE OF CANCELLATION
SHELTER MONITORING COMMITTEE**

December 17, 2014

10:00 AM

City Hall, Room 408
San Francisco, CA 94102

Roster:

*Chair Nicholas Kimura
Committee Member Kendra Amick
Committee Member Terezie Bohrer
Committee Member Charles Morimoto
Committee Member Cindy Ward*

*Committee Member Michael Kirkland
Committee Member Mwangi Mukami
Committee Member Matthew Steen*

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San Francisco, CA 94103
www.sfgov.org/sheltermonitoring

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**A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE
THROUGH:**

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